

TUART HILL OUT OF SCHOOL CARE FAMILY HANDBOOK

BEFORE,
AFTER &
VACATION
CARE

FOR MORE INFORMATION
CONTACT
THBCC@AAP.T.NET.AU
0414838928 - 0408888778

ST KEIRANS PARISH CENTRE
122 WATERLOO ST
TUART HILL WA





OUR PHILOSOPHY



AT TUART HILL BABY AND CHILDCARE CENTRE WE BELIEVE IN PROVIDING QUALITY CARE AND EARLY YEARS EDUCATION IN A SUPPORTIVE AND FRIENDLY HOMELY ENVIRONMENT. WE BELIEVE CHILDREN LEARN THROUGH PLAY. WE AIM TO CREATE A SAFE, SECURE AND UNDERSTANDING ENVIRONMENT WHERE FAMILIES AND CHILDREN FEEL: COMFORTABLE, ACCEPTED AND VALUED AS INDIVIDUALS. OUR BELIEF IS THAT CHILDREN ARE UNIQUE, CAPABLE, COMPETENT AND ACTIVE LEARNERS WHO PLAY A SIGNIFICANT ROLE IN THEIR COMMUNITY. WE BELIEVE THAT FAMILIES PLAY A CRITICAL ROLE IN ACHIEVING AND MAINTAINING QUALITY CARE. WE VALUE FAMILY INPUT IN THE DEVELOPMENT AND REVIEW OF OUR PHILOSOPHY, PROGRAMS AND POLICIES. IN OUR SERVICE, WE BELIEVE IT IS IMPORTANT TO SUPPORT PARENTS IN THEIR PARENTING ROLE WITHIN THEIR OWN FAMILY. OUR SERVICE SEEKS TO CREATE AN ENVIRONMENT OF TRUST AND RESPECT WHERE CHILDREN VALUE CULTURAL DIVERSITY AND INDIVIDUALITY. WE BELIEVE CHILDREN SHOULD HAVE THE OPPORTUNITY TO MAKE CHOICES IN RELATION TO LEARNING AND PLAY. CHILDREN ARE GIVEN THE OPPORTUNITY THROUGH A STIMULATING AND CHALLENGING CURRICULUM TO DEVELOP SOCIALLY AND EMOTIONALLY, COGNITIVELY AND PHYSICALLY THROUGH A VARIETY OF EXPERIENCES, CREATIVE EXPLORATION AND INVESTIGATIONS. OUR STRONG BELIEF IN EQUITY AND SOCIAL JUSTICE IS REFLECTED IN OUR WORK WITH ALL CHILDREN. OVERALL OUR SERVICE INCORPORATES THE PRINCIPLES, PRACTICES AND OUTCOMES OUTLINED IN BOTH THE EARLY YEARS LEARNING FRAMEWORK AND THE NATIONAL QUALITY STANDARDS IN ALL AREAS.



REVIEWED BY FAMILIES AND EDUCATORS, MAY 2020

WE WELCOME YOU TO A NEW PLACE



TUART HILL OUT OF SCHOOL CARE IS NOW OPERATING FROM A NEW LOCATION. THIS ICONIC BUILDING WAS BUILT IN 1914 AND WAS AN IMPORTANT MEETING POINT FOR THE COMMUNITY, IT WAS THE ORIGINAL ST. KEIRANS CHURCH AND SCHOOL. THIS HISTORIC LOCATION HAS GIVEN US THE OPPORTUNITY TO CONTINUE TO PROVIDE THE QUALITY **OWNER OPERATED** OUT OF SCHOOL HOURS CARE SERVICE WE ESTABLISHED IN 2000.

OUR STAFF

OUR NOMINATED SUPERVISOR HOLDS A DIPLOMA IN CHILDREN SERVICES AND THE CENTRE'S CO-ORDINATOR HOLDS A DIPLOMA IN CHILDREN SERVICES AND BACHELOR OF SOCIAL WORK. THE SERVICE HAS REGULAR ASSISTANT EDUCATORS WHO WORK AS PART OF THE TEAM

OPENING TIMES

MONDAY - FRIDAY 7-9AM

BEFORE SCHOOL CARE

MONDAY - FRIDAY 3-6PM

AFTER SCHOOL CARE

7:30AM-6:00PM

**VACATION HOLIDAY CARE
AND PUPIL FREE DAY**

ENROLMENT

PARENTS ARE REQUIRED TO COMPLETE ENROLMENT FORMS PRIOR TO COMMENCING AT THE SERVICE. IN THE ENROLMENT FORM YOU AS PARENTS/CAREGIVERS ARE REQUIRED TO PROVIDE INFORMATION ABOUT YOUR CHILD'S HEALTH, CULTURAL REQUIREMENTS, EMERGENCY CONTACT NUMBERS, CUSTODY ARRANGEMENTS AND OTHER RELEVANT INFORMATION.

SUBSIDY

THIS SUBSIDY CAME INTO PLACE ON THE 2ND OF JULY 2018, IT IS A COMBINED PERCENTAGE OF THE OLD SYSTEM (CHILDCARE BENEFIT AND CHILDCARE REBATE). IT IS CALCULATED BASED ON FAMILY INCOME AND ACTIVITY TEST. PARENTS WILL GET THE INFORMATION FROM CENTRELINK ABOUT THE AMOUNT OF HOURS SUBSIDISED AND PERCENTAGE. THE BENEFIT WILL BE PAID DIRECTLY TO THE CENTRE.

PRIORITY OF ACCESS

TUART HILL OUT OF SCHOOL CARE ABIDES BY THE AUSTRALIAN GOVERNMENT PRIORITY OF ACCESS GUIDELINES. THE AUSTRALIA GOVERNMENT HAS REQUESTED THAT IN ORDER TO MEET THE CHILD CARE NEEDS OF ALL FAMILIES THE FOLLOWING THREE LEVELS OF PRIORITY MUST BE USED WHEN FILLING VACANCIES

PRIORITY 1: A CHILD AT RISK OF SERIOUS ABUSE OR NEGLECT

PRIORITY 2: A CHILD OF A SINGLE PARENT WHO SATISFIES, OR BOTH WHO SATISFY THE WORK/TRAINING/STUDY TEST UNDER SECTION 14 OF THE FAMILY ASSISTANT ACT.

PRIORITY 3: ANY OTHER CHILD



SIGNING IN AND OUT



THIS RECORD IS A LEGAL DOCUMENT AND ELECTRONIC SIGN IN AND OUT IS REQUIRED AS EVIDENCE OF ATTENDANCE, SO YOU CAN CLAIM THE SUBSIDY, PLEASE ENSURE YOU SIGN IN AND OUT EACH DAY.

IF YOUR CHILD IS NOT ATTENDING PLEASE GIVE US A CALL TO LET US KNOW, PHONE 0408888778

PAYMENTS OF FEES



OUR FEES WILL BE COLLECTED USING THE DEBIT-SUCCESS SERVICE. PLEASE COMPLETE THE APPROPRIATE FORM.

FEES WILL BE DEBITED FROM YOUR ACCOUNT EVERY SECOND FRIDAY ONE WEEK IN ADVANCE.

BEFORE SCHOOL SESSION : _____

AFTER SCHOOL SESSION: _____

VACATION CARE PER DAY: _____

IN THE EVENT THAT YOUR CHILD IS SICK FEES WILL BE CHARGED AS NORMAL. IF YOU WOULD LIKE TO CANCEL YOUR CHILD'S BOOKING WE REQUIRE TWO WEEKS NOTICE.



SNACK AND AFTERNOON TEA

A VARIETY OF SNACKS INCLUDING FRUIT ARE PROVIDED, PLEASE SEE OUR MENU DISPLAYED IN THE ROOM AND STORY PARK. DURING SCHOOL DAYS: BEFORE AND AFTER SCHOOL, LIGHT MEALS PROVIDED, INCLUDING FRUIT. DURING VACATION CARE: MORNING TEA, AND AFTERNOON IS PROVIDED INCLUDING FRUIT. PARENTS TO PROVIDE HEALTHY LUNCHES. REMINDER: WE ARE A NUT FREE CENTRE

THE SERVICE IS LICENCED UNTIL 6:00PM, A LATE FEE OF \$5.00 FOR EACH GAP OF 5 MINUTES AFTER 6:00PM WILL BE CHARGED TO COVER ADDITIONAL COST INCURRED SUCH AS STAFF MEMBER OVERTIME.



COLLECTION OF CHILDREN

PLEASE NOTIFY US IN WRITING IF THE ADULTS THAT ARE AUTHORISED TO COLLECT YOUR CHILD CHANGE AT ANY TIME.

AUTHORISED ADULTS COLLECTING CHILDREN MUST PROVIDE PHOTO ID WHEN COLLECTING YOUR CHILD FOR THE FIRST TIME.

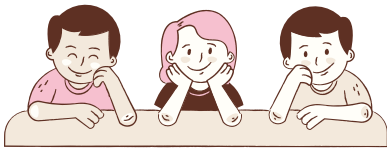
EXCURSIONS

CHILDREN HAVE THE OPPORTUNITY TO TAKE PART IN A VARIETY OF INTERESTING AND EXCITING EXCURSIONS AND INCURSIONS DURING VACATION CARE. WRITTEN PERMISSION IS REQUIRED BEFORE CHILDREN CAN PARTICIPATE IN THESE ACTIVITIES.

FOR MORE INFORMATION ABOUT OUR POLICES PLEASE REFER TO THE "POLICES AND PROCEDURES" FOLDER LOCATED IN OUR ROOM ALONG WITH A COPY OF THE EDUCATION AND CARE SERVICE NATIONAL REGULATIONS 2012, FOR OTHER INFORMATION PLEASE TALK TO ANY OF OUR SUPERVISORS.

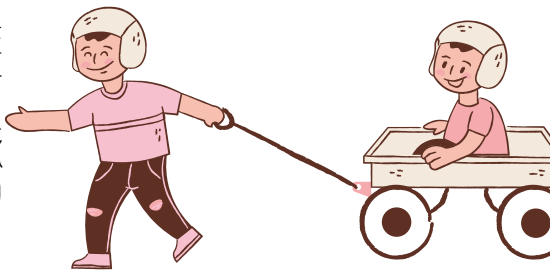
CURRICULUM

THE SERVICE PROVIDES AN INTERESTING, MEANINGFUL DEVELOPMENTALLY APPROPRIATE CURRICULUM FOR CHILDREN EACH DAY. WE BASE OUR CURRICULUM AND PROGRAMMING FOLLOWING THE NQF, NQS AND MY TIME MY PLACE FRAMEWORK.



TRANSPORT

TUART HILL OUT OF SCHOOL CARE DOES PROVIDE A PICK-UP/DROP-OFF BUS SERVICE TO TUART HILL PRIMARY SCHOOL AND WALK PICKUP/DROP OFF SERVICE TO SAINT KIERANS SCHOOL.



HEALTH AND SAFETY

WRITTEN CONSENT IS REQUIRED PRIOR TO MEDICATION BEING ADMINISTERED, ASK OUR SUPERVISOR IN CHARGE FOR THE AUTHORIZATION FORM.

ALL MEDICATION MUST BE CLEARLY LABELLED TO BE ADMINISTERED. THE SUPERVISOR IN CHARGE WILL CONTACT YOU IN THE CASE THAT YOUR CHILD IS FEELING UNWELL.

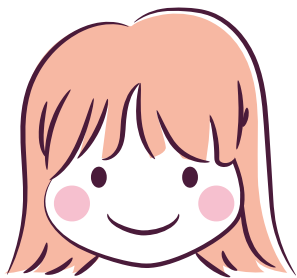
PLEASE KEEP YOUR CHILD AT HOME IF THEY ARE UNWELL

IN ORDER TO RECEIVE THE GOVERNMENT CHILDCARE SUBSIDY YOUR CHILDS IMMUNISATION MUST BE UP TO DATE.

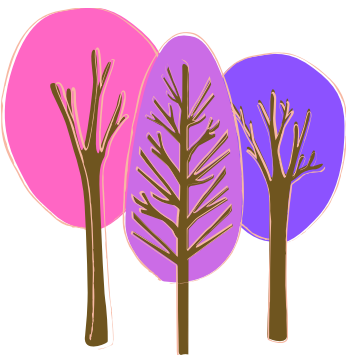
IF YOUR CHILD HAS AN ACCIDENT WHILE AT THE SERVICE, AN ACCIDENT REPORT FORM WILL BE COMPLETED BY THE STAFF AND GIVEN TO THE PARENT TO SIGN, IN THE EVENT OF A SERIOUS ACCIDENT THE PARENTS WILL BE CONTACTED IMMEDIATELY, MEDICAL EMERGENCIES WILL BE TAKEN TO THE CHILDREN'S HOSPITAL.

SUN PROTECTION

CHILDREN ARE REQUIRED TO WEAR HATS AND SUN CREAM WHILE PLAYING OUTDOORS AT ALL TIMES.



TUART HILL AFTER SCHOOL CARE



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