



PUTNEY OOSH CENTRE

Centre Information Book

2018



PUTNEY OOSH CENTRE

Phone 98073954 e: info@putneyoosh.org.au

www.putneyoosh.org.au

Centre Information Book

PHILOSOPHY

“At POOSH it is our mission to provide a safe and nurturing Out of School Hours environment to meet the needs of children and families within the community. We believe in providing a caring and inclusive service that supports diversity and sustainability.”

In middle childhood, children are undergoing significant developmental change and growth in all aspects. Our programs are based on the recognition that children learn through play, through self directed and monitored experiences which allow them to experiment, create and discover.

“Young children ...are curious and eager to learn. They learn through play and by doing, completing activities which offer direct and concrete experiences. These experiences allow them the opportunity to explore, experiment, evaluate, inquire, discover, solve problems and create. Children learn when encouraged to make decisions and to communicate their discoveries about their expanding world to others. Children learn through modeling and guidance and through opportunities for independent practice”:

“Foundations for Learning” NSW Department of Education and Training 1999

This Centre is dedicated to the welfare of its children and to provide a reliable and accessible service for families

GENERAL INFORMATION

Management

The Centre is a nonprofit organization that has been established by a Parent Management Committee and it is run by the Director on a day to day basis. Our mission is to provide families and communities with access to high quality Out of School Hours Care services.

Staff

The Director is assisted by specially selected and experienced Assistant Co-ordinator and other full time as well as part time Educators.

The Centre seeks to provide a service which caters for the unique needs of the community it serves; as such parents are welcome to participate in the operation by way of contributions to Newsletters, attendance at meetings, suggestions, questionnaires and surveys.

Hours of Operation

- The Centre is open between the hours of **7.00 and 9.00 am and 3.00 and 6.00pm** during the school term. Children are generally signed out of OOSH at **8.45am** so that they can participate in school playground play with the other children. The playground is supervised by school staff **from 8.45am**.
- The Centre is closed on School Breaks and Public Holidays



Provisions

The Centre provides breakfast from 7.00 to 7.45 am and afternoon tea at around 4.00pm. In addition, children are offered fresh fruit. Drinking water is available to children at all times.

ENROLMENT

To enroll in the service, families will need to follow the steps below:

COMPLETE AND RETURN TO THE CENTRE

Enrolment form

*(ensuring **all details** are completed)*

PAY

Membership of \$55 per family per year

Fee bond of \$50.00 per child. This is refunded when the child/children placement is terminated.

Initial fee deduction will take place on the next scheduled Fee run (please see Fees schedule on parent notice board)

In addition, parents are requested to:

- Notify staff of any extra curricular activities which will be attended during booked OOSH sessions
- Complete application for the Homework Club if children are required to complete homework

IMPORTANT PROCEDURES FOR PARENTS

Sign in and out

Parents must sign their child in and out accurately on drop off and collection each day.

Permanent Bookings

Bookings for enrolment must be made at the beginning of each school year or upon enrolment. Any changes to booked sessions must be given in writing with two weeks notice. This is done using a "change or cancellation of booking form".

Casual Bookings

Casual bookings can be made provided that there are vacant spaces available. Parents should notify as soon as possible when a casual booking is required. Casual bookings are charged at a slightly higher rate.

Childcare Benefit

Subsidised places are available to all families and can be allocated by application to the Family Assistance Office. Full details must be supplied to the Centre in order for CCB to be calculated and claimed. It is the responsibility of parents, when applying for Childcare Benefit, to notify the Family Assistance Office of their child's immunisation status. Please see the Information Sheet relating to this process.

The Centre is mandated to maintain a record of any absences from the Centre as each child is granted 42 "Allowable absences" each year. After the 42 absences are used, CCB cannot be applied to fees on any days where the child is absent. Parents are required to authorise all attendances by signing the sign in/out sheets. Please see the Director for further information relating to this issue.

Absent children

Parents must notify the Centre if their child will not attend the Centre on one of their booked days. This assists Educators in accounting for all children who are booked in, and ensures



children's safety. A non notification fee will be charged when notification of absence is not given.

Collection of children

Only authorised persons will be able to collect children from the Centre. Provision is made to nominate authorised people on the enrolment form. If this information changes it is the responsibility of the parent/guardian to notify the Centre Educators.

Children with allergies

Parents should notify Centre Educators of any allergy so that the correct provision can be made. In some cases an Action Plan, created in consultation with the family GP or allergy specialist, will be required.

Parents of children with allergies must notify Centre Educators of the allergy via the enrolment form. If allergies require an action plan, epipen or any other medical treatment to be administered by staff, parent must complete a Consent form, supply and update an Epipen, and ensure that the child's health details and requirements are regularly updated.

CENTRE POLICY

The service is governed by a comprehensive set of policies which Educators and service users are encouraged to use, review and revise regularly. The policies are divided into five sections as follows:

Management and Administration; Educators; Health, Safety and Nutrition; Program, Facilities and Equipment, Child Protection

A set of Policies is available for parents to read on request.

Particular attention should be paid to:

Behaviour Management

Educators implement the following techniques in setting and maintaining appropriate standards of behaviour.

- use strategies which enhance children's self esteem;
- model and encourage the development of self control;
- respect children by communicating with them in a manner which is appropriate to differing individual and developmental levels;
- model and foster positive behaviour;
- teach children to respect other people's rights and feelings;
- encourage children to feel positive about themselves;

In addition children are invited to participate in creating Agreements and Codes of acceptable conduct which are applicable to the individual group.

Communication

Educators communicate with families in a variety of ways. There is a Parent Noticeboard which contains up to date information about the program, menu, events and other relevant issues. All children have a pocket which is used for individual communication (such as receipts, account statements, letters). This should be checked each day. Email is the preferred method of communication and parents are requested to ensure current email addresses are recorded. Parents are welcome to informally discuss any issues with the Educators and also to participate more formally in parent meetings, surveys and questionnaires. A suggestion box is permanently situated near the sign in desk.



Fees

Fees must be paid in advance of the service used and kept up to date throughout the child's enrolment. Overdue fees will incur a late fee penalty. Any queries about fees should be directed to the Director. Fees will apply at the normal rate whether or not a child attends a pre booked session. **ALL BOOKINGS ARE A CHARGE INCLUDING CANCELLATIONS.**

A late fee will be charged when children are collected after 6.00pm. Please see the Fees Schedule.

Sun Protection

In accordance with current Cancer Council recommendations, children are required to bring and wear a wide brimmed hat for outdoor play.

Sunscreen is provided by the Centre and children encouraged to apply it with Educators assistance.

Health and Hygiene

Contagious illnesses must be reported to the Centre and exclusion periods will apply in specified cases.

Medication

Educators will only administer medication which is appropriately labeled, current and prescribed for the child by a medical practitioner. Parents must sign an authorisation form for medication to be given at the Centre.

Feedback/Grievance

Parents are encouraged to bring their feedback to the attention of the Director without delay. In this way, Educators can address issues quickly and openly as they arise and the Centre can continually review and improve its practice. More detailed information is provided in the attached Feedback Policy.

PROGRAM

The program is designed to meet the individual social, emotional and educational needs of each child enrolled. As such, some of the daily activities are spontaneous, whilst some are planned collaboratively between Educators, parents and children.

Our daily timetable and program is displayed on the Noticeboard.

The Centre offers many opportunities to children to participate in structured activities such as Dance, Science, Gardening and Cooking, complete Homework and go on occasional excursions in the local community.

We look forward to a positive and meaningful association with your family. Please do not hesitate to ask if you have any questions, comments or concerns.

You can contact Rosie Pruscino our Centre Director on 98073954 or info@putneyoosh.org.au