Welcome from the Principal of Xavier Catholic School

In Catholic Education, we cherish each child as a special miracle with their own God-given talents and abilities. We acknowledge that parents are a child’s best first teacher and that in our early learning and care settings we work in close partnership with our parents to ensure we are meeting the needs of each child.

This Family Handbook has been prepared to assist you and your child. It is intended to provide an overview of our service and support you in settling your child into our Outside School Hours Care centre. I encourage you to ask questions and provide feedback to our educators at both your induction to the Centre as well as throughout the year. Through your feedback, we can work together to improve or maintain the services we provide to your child.

I hope that you and your child's experience of Catholic Education will be a positive and affirming one and that your journey with Catholic Education will continue for many years.

Cathie Bauer
Principal
Xavier Catholic Primary School
Parent Participation

At our service parents are acknowledged as the first and most influential educator of the child. We see ourselves in partnership with families in providing quality care for your child. As a component of this partnership, parents are encouraged to participate within the centre program in ways that suit them.

Sharing and Family Contact

In any partnership it is important to share knowledge. It is important to share information about your child with the educators. Each parent is the expert regarding their child. Educators value any information which you can provide. Parents may visit the service at any reasonable time while their child is in care.

Fundraising

We aim to provide a quality service to you and your child. In order to provide your child with quality resources it may be necessary from time to time to be involved in a fundraising event, however, these are kept to a minimum. Parents can choose to participate in the service through fundraising efforts.

Parent evenings

We hold a parent evening once a year. This evening is a chance to find out more about your child’s day at the centre. It also provides an opportunity to meet other families and become more familiar with our community. As the Catholic Education OSHC is an integral part of the school community the OSHC may participate in school parent evenings or other social events. Please take the time to come and meet with the educators and share in your child’s OSHC experience.

Communication

Educators are available to discuss your child’s day and the program at all times. To ensure that adequate time and a suitable environment is available we ask that you arrange a mutually beneficial time to meet. We also provide a notice board, newsletter, programs and memos to keep you informed about what is happening at the centre.
Children

Settling your child

We believe that a well developed settling experience creates the beginning of strong relationships at our service. We understand some children may experience settling issues, our educators will work closely with these children to ensure their experience is a positive one.

If you are concerned about your child settling in, please feel free to call our educators during the session, to check on your child. Educators are always happy to discuss your child's day with you.

Unwell children

Children need to be able to be actively involved in the program in order to attend. We provide a safe and healthy environment for all children in our care. Therefore we are unable to care for unwell children.

If your child becomes unwell, you will be contacted and asked to collect your child. If you are not available, the person you have nominated as an emergency contact will be called and asked to collect your child. Your child will be made as comfortable as possible while they wait for you to collect them.

It is important that you inform the centre if your child has become ill with a communicable disease since they were last in attendance.

In the event of a communicable disease outbreak at the service, families and the Department of Health will be notified. In some cases it may be necessary to exclude an unwell child from care for a period of time. We follow the "Staying Healthy in Child Care" guidelines published by the health department. A copy of the guidelines is available on request or by going to: http://www.public.health.wa.gov.au

Respect for children

The best interests of the child are our primary focus and we endeavor to provide care that respects their dignity and privacy and considers each child as a unique, valued individual. Children are to be considered and, where possible, involved in the ongoing development of the program.
We are committed to the principles of equal opportunity in relation to child and community access to the service as well as the appointment of educators.

If your child has additional needs, a meeting will take place between all relevant parties (parents/guardians, supervising officer, principal, occupational therapist, teacher) before the child commences. Parent permission will be obtained. Information provided will help us to meet the needs of your child and where necessary, seek assistance from specialist support workers. All information obtained through the enrolment procedures will be kept in the strictest confidence and used only for the purposes for which it is obtained.
The Program

Program

The service is guided by The National Framework for School Age Care, My Time, Our Place and The Early Years Learning Framework, Belonging, Being & Becoming. These frameworks have been developed to assist educators to provide children with opportunities to maximize their potential and develop a foundation for future success in life. As part of the frameworks we are committed to the National Quality Standards Quality Improvement Plan to reflect and evaluate the quality of our education and care practices.

The educators carefully plan the program based on their knowledge of the children. We encourage your child to also contribute their ideas and interests to the program on a regular basis. We value family contributions to the program and ask parents to provide information on their child’s interests.

The program encompasses everything that your child experiences throughout the day including nutrition, social experiences, academic support, fun and leisure experiences and personal relationships. As part of our program assessment children's learning experiences may be documented or displayed for others to see through wall displays, learning stories and portfolios.

Routines

The activities that happen at the centre are built around the daily routines. Routines are built around the regular events of the day i.e. arrival, snacks/drinks, hand washing, lunch break (when on vacation care) and departure. These routines take into account the developmental needs of individual children, children’s attendance patterns, climate and physical environment, children with special needs, new children entering the group and parents expectations. The daily routines will be posted on the notice board and/or in a position where children can refer to them. The routines are regularly talked about and discussed with children for familiarisation.

Special Events

As our OSHC is Catholic, it is important for us that children celebrate special events on the Church calendar. Special events that will be celebrated include: Easter, Christmas, Shrove Tuesday, Ash Wednesday.

We may also be celebrating when children take the sacraments for Baptism, First Holy Communion, Reconciliation and Confirmation.

We may also include celebrations from other cultures. Please advise the educators of any special events your family celebrates.
The Program

Excursions

In the interest of offering your child a varied program there may be opportunities to attend excursions. These are activities outside the centre. You will be provided with information pertaining to any excursion. This will include where and when the excursions will take place, what your child will need to bring or wear and how your child will be transported to the excursion. While on any excursion your child will be closely supervised at all times. Some safety measures we will use are small groups, ID tags with centre details and all educators will carry a mobile phone.

You will be required to sign a permission slip in order for your child to attend each excursion. If the signed permission slip is not received at the centre your child will be unable to attend the excursion. If you do not wish for your child to attend the excursion you will need to make alternative arrangements for your child.

Clothes

We recommend that you send your child in clothes that are clean and comfortable for play (Vacation Care). Children are encouraged to wear practical, safe footwear for play (no thongs). Please do not send them in their best clothes as they may be soiled during messy play activities which are a valued component of a quality program. Children involved in messy activities will be offered art shirts to wear.

All children must wear a sun safe hat when playing outdoors. Parents are asked to provide a sun safe hat with their child’s name clearly marked. Your child’s school hat (Broadbrim), Bucket or Legionnaire styles are recommended in line with our Sun Safety Policy. We also recommend that your child wears sun-protective clothing. Sleeves on tops are required to be worn when playing outside.

Children attending outside school hours care will be in their school uniform. While every attempt will be made to ensure their uniform remains well cared for, accidents do occur. If you are concerned about your child’s school uniform, please send them with a change of clothes.

Birthdays

We enjoy celebrating children's birthdays at the centre. Birthdays are a celebration of the gift of life from God. If you would like to celebrate with us, please discuss any celebration arrangements with the educators.
The Program

Guiding Behaviours

In order for our program to be successful, we must all work together in a partnership, to model and support appropriate behaviour. All children have the right to be safe and to feel safe. Children also have the right to receive care and attention from educators equally while attending. We have centre limits that the children are involved in setting and implementing. The educators support the children to ensure that these limits are followed and valued.

Bullying

All children have the right to attend a service free from bullying and/or harassment by others. Bullying or harassment by children will be dealt with through the service’s behaviour management process (see Policy File).

Homework

Children who attend OSHC may find it challenging to undertake homework tasks when they get home. We support positive relationships between parents and children and understand that a time and designated area for homework is of significant value. Children will be encouraged to make choices about whether they undertake their work and when they plan to get it completed.

Educators will not take responsibility for completion of homework as this is the responsibility of the parent and child. The educators may assist children with homework tasks as part of the daily program of experiences where time and resources allow.

Toys

We provide a comprehensive range of resources and equipment for your child to enjoy. We understand that many children would like to bring toys to the centre, however if toys get damaged or lost it can cause great distress for the child. We request therefore that all personal toys are left at home. Whilst all care is taken, the centre will take no responsibility for broken or lost toys that do not belong to the centre.

Occasionally, where the program allows, your child may be able to bring their computer games, electronic toys etc to OSHC. This is usually during Pupil Free Days and Vacation Care. You will be notified when this is happening.

We ask that no weapons or replicas are brought to the centre. If these arrive they will remain in your child’s bag.
Health and Wellbeing

Sun Protection

In accordance with our Sun Protection Policy children may be required to wear a hat when they are outside. We recommend that the hat be a broad-brimmed, bucket or legionnaire style hat with maximum sun coverage. Children will also need to apply an SPF 30+ sunscreen at least 20 minutes prior to going outside. If your child has a reaction to any sunscreen or lotions please advise the educators. Parents are asked to provide sunscreen for their child if they have a specific brand that they require.

Safety Procedures

At our service emergency evacuation drills are rehearsed with the children every 3 months in accordance with the Education and Care Services National Regulations 2012, Regulation 97. These drills are recorded and evaluated for future reference.

Incidents, Injury Trauma or Illness

All incidents, injuries, traumas or illnesses of a child must be recorded on an Incident, Injury, Trauma or Illness report form, signed by the parent, and then placed on the child’s file. Parents/Guardians will be notified of serious incidents, injuries, traumas or illnesses either immediately after they occur or when they collect the child at the end of the day.

First Aid

At the centre we take the health and safety of the children in our care very seriously. We maintain at all times the required number of first aid, anaphylaxis and asthma trained educators.

A fully equipped and maintained first aid kit is kept at the centre and taken on excursions.

A copy of the first aid policy is available.

Immunisation

It is recommended that your child be fully immunised upon commencement. Our educators will view and copy immunisation records upon enrolment of your child. Immunisation is available from your family doctor, many council clinics, and some community health centres. It is a requirement that you keep a record of all your child’s immunisations. If you have a conscientious objection to having your child immunised you should discuss this with the centre principal, who will inform you of your options.
Health and Wellbeing

Smoking in OSHC

Smoking is not permitted in any Catholic school or grounds. This applies to staff, students, visitors and contractors. We respect the need to provide a healthy and safe environment and workplace and to ensure that non-smoking staff and clients enjoy fresh air. Smoking must under no circumstance take place in the presence of children.

Medication

Medication will only be administered by educators or be self administered if:

- Prescribed by a doctor and has the original pharmaceutical label detailing the child’s name, the name of the medication, the required dosage, the date of dispensing and the date of expiry, or

- Still in the original pharmaceutical packaging (non prescription medication) indicating the name of the medication, the dosage, age appropriateness and the expiry date, and

- The parent has completed and signed an ‘Authority to give Medication Form’ on the day that it is to be administered.

If your child is receiving medication at home please advise the educators of this medication, its nature and any possible side effects.

If your child requires long term medication (Epilepsy, Asthma) we require your child’s doctor to complete the appropriate form and authority detailing their medical condition, symptoms, triggers, correct dosage of medication and how the condition is to be managed. An action plan completed by your doctor will also need to be completed.

Supervision

Safety is our primary concern, therefore supervision is of utmost importance in Catholic education services. Supervision requirements are based on the child’s level and stage of development.

To ensure that children’s play is supervised to the highest standard educators will:
- Understand and anticipate the needs of individual children.
- Be actively involved in play where appropriate.
- Encourage self choice.
- Listen as well as watching play.
- Supervise older children from an appropriate distance.
- Remind children of safe play practices.
Health and Wellbeing

**Child Protection**

We believe that every child has the right to feel protected and safe, and it is our duty to protect that right. Our child protection policy was developed to ensure the safety and wellbeing of the children at the centre. Educators are trained in the latest child protection information and procedures. A copy of the child protection policy is available for your reference. Information relating to child protection can be found at the Department of Child Protection website, www.dcp.wa.gov.au

**Nutrition**

The weekly snack menu is displayed for both parents and children. We provide an afternoon snack for children attending after school care. We recommend that children have breakfast prior to attending our centre. However provisions can be made for breakfast at the service, if your child requires it. Please discuss breakfast requirements with educators. During Vacation Care Parents are asked to provide their child with a nutritionally balanced packed lunch and snacks for morning tea. Parents will be notified on the program if a special lunch will be provided.

Each child may, as part of the program be offered the opportunity to be involved in food preparation. Children learn life skills on how to prepare, store, cook and serve food appropriately. At Catholic Education OSHC we make every meal a special time for your child. Children also learn from sharing a meal by sitting together, enjoying time with others, talking about good nutrition and learning table manners.

If your child has food allergies or special dietary requirements, please inform the supervising officer and complete the dedicated section on the enrolment form. You will also need to complete the forms provided and have them signed by your doctor.
Enrolment Policy

When enrolling, you are required to complete an enrolment form provided in the Family Enrolment pack. If claiming benefits from Centrelink, a Customer Reference Number is required. You will also need to provide a copy of your child's birth certificate, immunisation record and any medical authorities or custody orders. It is your responsibility to keep all details provided to us accurate and up to date.

Priority of Access

All Catholic Education services are registered for Child Care Benefit (CCB) and as such they must abide by the Commonwealth Government's Priority of Access Guidelines. Current guidelines are outlined below:

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<th>Priority</th>
<th>Description</th>
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<tr>
<td>First Priority</td>
<td>A child at risk of serious abuse or neglect</td>
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<tr>
<td>Second Priority</td>
<td>A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section 14 of the Family Assistance Act.</td>
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<tr>
<td>Third Priority</td>
<td>Any other child</td>
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Within these main categories priority should also be given to the following children:
- children in Aboriginal and Torres Strait Islander families;
- children in families which include a disabled person;
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $41,026 for 2012-2013, or who or whose partner are on income support;
- children in families from a non-English speaking background;
- children in socially isolated families;
- children of single parents.

National Standards

The Commonwealth and State governments have jointly developed a National Quality Standards and Framework for child care services. The Regulations and Framework outlines the level of care Australians should find in child care services.

A copy of the National Quality Framework is available on the DEEWR website. Please visit: www.deewr.gov.au
Fee Payment

Our Catholic Education OSHC service operation is dependent on fees.

- Fees are to be paid no later than the Friday following invoicing, unless other arrangements have been made.
- Once a place has been booked by a parent, payment is required whether the child attends or not.
- No refund applies for missed bookings, including children away due to illness. Please notify the centre if your child is going to be absent.
- Casual care fees will be billed as required.
- Fees can be paid by direct deposit, cash or cheque.
- If your child/ren are picked up late a late payment fee of $5.00 per 5 minutes or part thereof per child will be charged to your account. A late pick up form is required to be signed by the person collecting the child/ren.

Anyone experiencing difficulties in meeting their fee payments can speak to the Supervising Officer or Principal who can make mutually agreeable payment arrangements. If your fees are more than three weeks overdue and you have not made arrangements to pay or have not kept to arrangements made, your child’s place will be cancelled.

Please inform the Supervising Officer in writing if your child is going to be

Child Care Benefit (CCB)

CCB is a payment from the Australian Government that helps families with the cost of child care, based on income assessment. Parents are responsible for applying for CCB and providing the centre with the required information.

You can get CCB if you are a parent, relationship parent, foster parent or grandparent with a child in your care who is attending a child care service approved by, or registered with, the Government. You can choose to allow the service to receive CCB on your behalf from the Government, which will reduce your child care fees or entitle you to a lump sum payment at the end of the financial year.

CCB entitlements are payable on 42 allowable absences per year. CCB entitlements are payable on all approved absences. These must be recorded with the adequate documentation eg. medical certificate.

You must meet certain requirements to get CCB. More information is available at: www.humanservices.gov.au or telephone 13 6150.
50% Child Care Rebate

To receive the rebate you must be registered for childcare benefit with Centrelink even if you are assessed at a 0%. Your service usage information is forwarded by us to Centrelink regularly. Your Childcare Rebate claim for your out of pocket expenses can be paid several ways. For further information contact Centrelink on 13 6150 or online at

Policies and Procedures

We have a detailed Policy and Procedure manual. It is a large document, which will be made available for you to read upon request.

In this Family Handbook we provide a snapshot of policies, which will affect you, your family and individual child during their time with us. We have also put together a copy of policies for your information in a booklet Policies for Parents.

Please note that policies are regularly reviewed and updated as required. The policies contained in this handbook were correct at the time of print.

Grievance

Parent Disputes or Complaints

If you have a complaint about any aspect of the service you should discuss it with the relevant educator or Supervising Officer. If you feel the problem has not been resolved the matter should be referred to the Principal who is responsible for initiating a process to resolve any dispute or complaint within the OSHC.

Principal: Mrs Cathie Bauer Phone: 9391 7000

Where a dispute or complaint involves the Principal the matter may be referred directly to the Director of Catholic Education.

Catholic Education Office: Phone: 6380 5200

Parents are also entitled to direct their complaints to the Dept for Communities

Education and Care Regulatory Unit: (08) 6551 8333
Arrival and Departure

Before School Care
All children must be accompanied to the centre and signed in by a family member over 18 yrs. Children in years 1-6 will go to the undercover area at 8.20am. Pre-Primary and Kindergarten children will be walked to their classrooms by an educator. All children will be checked against the attendance sheet and signed out by an educator.

After School Care
Children in years 1-6 will go straight to the centre, where an educator will be waiting. Pre Primary and Kindergarten children will be collected from their classrooms by an educator and walked to the centre. All children will be checked against the attendance sheet and signed in by an educator. Parents are required to sign the attendance sheet indicating the departure of their child. This is a legal requirement of the Family Assistance Office.

If you do not sign your child in/out you will be classed as non-compliant and will not be eligible for CCB on those days therefore paying full fees.

Authorised person
Your child will only be released to the custodial parent or an authorised person stated on the enrolment form. Please update any changes in writing to the Centre, as soon as they occur. Please advise authorised persons to bring photo identification with them to show educators for the first few times they collect the child, until educators become familiar with them. We ask that all children are collected by closing time. Whilst we acknowledge that sometimes there are unavoidable delays, we also acknowledge the long hours and hard work put in by our educators. It is distressing for children and educators when children are not collected on time. A late fee applies to late collection of children and this will be charged directly to your account. If a child has not been collected within 30 minutes of closing time and the parents/guardian or emergency contact person have not been able to be contacted, the educators will contact the Principal for further action.

Privacy Statement
We are required to collect a variety of information about you and your child. This information is required to ensure the safety and wellbeing of your child and to meet legislative requirements.

This information is only accessible by authorised personnel and is stored in a secure place, following the procedures outlined in the Privacy Act 1988. You are entitled to access your personal information. Failure to provide required information may result in cancellation of your child’s enrolment.
Management

VISION STATEMENT

The Xavier School Community is committed to nurturing and enhancing the faith and learning journey of each individual member. Gospel values provide the foundation upon which the development of the whole child is based, assisting each one to develop a positive sense of self worth and reach their full potential.

OUR PHILOSOPHY

The Xavier OSHC is a child focused centre where children have opportunities to learn through play and leisure to develop to their full potential in a safe, caring and supportive environment. It’s a place where children, families, staff and community members are treated as equal and valued individuals and their inclusion in our program is integral to its success.

Xavier OSHC supports and incorporates the Philosophy and Vision Statement of the school in its planning, programming and day to day running of the centre. The Philosophy is based on and includes ‘acknowledging cultural diversity, becoming a caring community of learners and working towards continual improvement’.

Planning and programming ensures that it is inclusive of all children and developmental play is regularly incorporated. The centre aims to link the programme with the wider community where possible, and to educate children about the opportunities within their community.

GOALS

- To support and recognise that Xavier OSHC is part of Xavier Catholic School and therefore, an active faith community where gospel values and teachings of Christ’s Church are reflected and in which God is named and recognised.
- To provide an environment for children that offers choices to encourage independence, enhance self esteem, meet individual needs and interests and acknowledge each child’s uniqueness.
- To ensure children have a choice and control over their learning by actively contributing to planning of the program.
- To foster children’s autonomy and development by providing a program that is reflective of the National Learning Frameworks, Belonging, Being and Becoming-The Early Years Learning Framework (EYLF) and My Time, Our Place-Framework for School Age Care.
- To provide an environment that is inclusive, tolerant and respectful.
- Adhere to and follow the Philosophy and Vision Statement of the school and reflect this through the activities and the environment of the centre.
Management

CONTACT DETAILS

**Xavier OSHC Centre:**
Phone: 9391 7016
Mobile: 0431 690 277
Email: xavieroshc271@gmail.com

**Supervising Officer:** Lyn Baxter

**Xavier Catholic Primary School**
271 Forrest Road
Hilbert WA 6112
Phone: 9391 7000   Fax: 9391 7070
Email: admin@xavier.wa.edu.au

**Principal Contact Details:**
Catherine Bauer
Phone: 9391 7000

**Hours of Operation**
Before School Care: 7.00am - 9.00am
After School Care: 2.45pm - 6.00pm
Vacation Care/Pupil Free Days: 7.00am - 6.00pm
Public Holidays: Closed
Christmas and New Year Period: The centre will close over the Christmas and New Year break. Dates of closure will be advised.

**Fees and Charges (before Child Care Benefit reductions)**
Before School Care: $15
After School Care: $24
Vacation Care and Pupil Free Day: $55
Excursion/Incursion on Vacation Care/Pupil Free Days: $65
Late Pick Up fee: $5 per 5 minutes or part thereof per child

**Relevant Contact Numbers:**
Family Assistance Office:13 6150
Health Department (Immunisation): 9222 4222
Thank you for choosing our service for the care of your child.

We look forward to working with you in a partnership to provide a program that searches out and values your child’s unique gifts.