



# Airdale Kids Club (OSHC/VAC SERVICE)

## PARENT INFORMATION BOOKLET

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## **INTRODUCTION**

Welcome to Airdale Kids Club. This booklet contains information to assist you and your family in your knowledge of our service and how it operates.

\*The use of the word parent applies to all those who have the primary caregiving role for their children.

## **HOURS OF OPERATION**

OSHC (Out of School Hours Care)	Monday to Friday 3pm-6pm
Vacation Care	Monday to Friday 8am-6pm
Early School Closure	Monday to Friday 2pm-6pm
Pupil Free Day	Dependent on numbers
Not Open Public Holidays	

## **MY TIME, OUR PLACE**

Our service works within the new school age care framework: ``My Time, Our Place`` is a part of the National Quality Agenda. This framework assists our service to plan, provide and evaluate opportunities which will enrich your child's play and development. We welcome any input from families as we work towards the five outcomes from the National Quality Guide. The five outcomes are:

1. Children having a strong sense of identity
2. Children being connected with and contributing to their world
3. Children having a strong sense of wellbeing
4. Children being confident and involved learners
5. Children being effective communicators

## **NATIONAL QUALITY AGENDA**

The new national framework began in 2012. This agenda aims to raise quality and improve all areas in education and care services. The National Quality Standard is divided into seven areas.

1. Educational program and practice.
2. Children's safety
3. Physical Environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

We are an accredited service through the previous National Childcare Accreditation Council.

## **PHILOSOPHY**

Airdale Kids Club aims to provide a high quality child care service that acknowledges the children, staff, and parents as partners in offering an enjoyable, inclusive and educational program for children aged 4-14 years.

### **Our service will:**

Promote the protection, wellbeing and development of all children in our community.

Adhere to the Australian childcare Code of Ethics.

Meet the needs of individual children and their families.

Maintain an environment that is caring, friendly, safe and secure.

Develop and maintain effective communication with staff, parents, children and the community.

Demonstrate and acknowledge positive behavior, offer guidance and be appropriate role models.

Encourage children to express their ideas, emotions and perspective to contribute to the programming.

Provide opportunities to foster inclusion through play.

Ensure all parents and families feel welcome and have the opportunity to participate and contribute to their child's care.

## **LISENCING**

Airdale Kids Club is licensed through the Airdale Primary School Governing Council.

We are a not for profit community service. Our OSHC service is also supported by Novita Childrens Service to allow us access to the Inclusion Support Scheme which enables us to be an inclusive service.

### **GOVERNMENT CHILDCARE ASSISTANCE:**

Two payments are available to assist parents with childcare costs.

Childcare benefit is based on a families combined income. Childcare Rebates gives parents back up to 50% of the final parent fee. These fees can come off an account before a parents receives them, or be claimed as one lump sum payment at the end of the financial year through income tax. The benefit or rebate can be obtained by registering at the Human Services Office on 136150. Please have you and your child's Centrelink Customer Reference number ready when calling.

## **ENROLLMENT/BOOKINGS**

Enrollment forms are available within your parent package.

Bookings should be made at least 24 hours before a session to allow appropriate staffing. If children are booked in but do not arrive the following will apply.

1. OSHC staff will contact the school to see if child was present that day.
2. If they have been at school, we then contact parents to see if they have been picked up.
3. If not, the school bus will be contacted to ascertain if children have missed our stop or are still on the bus.
4. The other emergency contact numbers will be rung if necessary.

If children have been booked in and do not attend without the service being notified, fees will be charged.

### **FUNDING/FEES**

Fees can be paid by cash, cheque or direct debit.

Our Bank Details are as follows

Account Name-Airdale Kids Club

BSB-105003

Account Number-119663040

Please put your surname and the service being paid for (OSHC or Vacation Care) as a reference when making your payment. You can notify director of a payment by emailing her on [maxine.armit525@schools.sa.edu.au](mailto:maxine.armit525@schools.sa.edu.au).

Invoices will be issues fortnightly for OSHC, weekly for Vacation Care.

Fees must be paid promptly to ensure the services viability.

Fees are Full Day-\$40.00, Half Day-\$25.00, Pupil Free-\$40.00, Early Closure-\$25.00.

Late fees. Children must be collected by 6pm unless the service is notified.

Late pickups not pre-arranged will incur a late fee of \$5.00 per 15 minutes.

### **SECURITY AND COLLECTION OF CHILDREN**

Your enrollment forms contain a collection authority section. Only persons nominated by you may collect your child, unless you have contacted us and given permission for pick up by another person. In this circumstance identification will be required, and the person must be over 18years old. Please make sure all collection and emergency contacts are up to date. There are change of information forms available next to the sign in sheets.

### **EMERGENCY PROCEDURES**

Emergency and Invacuation plans are on display in the OSHC area. Procedures are practiced every term.

### **ILLNESS/HYGIENE**

Every effort will be made to prevent accidents. If a minor injury occurs the staff will administer first aid. In the event of serious injury or a medical emergency, the staff will seek medical assistance, and if necessary ambulance transport. The cost of the ambulance transport is the parents` responsibility. All incidents are recorded and will need to be read and signed by the parent on collection of the child.

Hygiene procedures are used by staff, and children are encouraged to follow healthy infection control procedures. Staff will assist children when necessary. If a child has an illness or infectious disease, the parent will be expected to notify the service. Our service will notify other families through notices on the desk by the sign in sheets.

## **CHILDRENS BEHAVIOUR GUIDANCE**

Service rules and consequences are implemented to ensure all children know what the boundaries are, and they feel safe and free from harassment when they are at OSHC. The staff consults with children when forming the rules and consequences.

## **STAFFING**

Our staff are qualified to deliver a program that includes all aspects of child development. All staff must have

1. A minimum ``Certificate 3 in Childrens Development`` or be working towards one.
2. A DCSI Criminal History Screening
3. A Senior First Aid Certificate
4. A Child Safe Environment certificate.

## **MEDICATION POLICY**

All medication being taken at the service needs to be in an original prescription bottle. In OSHC the medication book will be filled out by the qualified staff member. All medication given will be witnessed by a second staff member. In Vacation Care the parent will fill out the medication form at drop off. If a child self-medicates with an asthma puffer please inform staff as no medication can be kept in children`s bags. Medication is kept in a locked cabinet in the Directors office. If medication needs to be refrigerated staff will place it out of children`s reach in the fridge.

## **SUNSMART POLICY**

All children are required to wear a hat for outside play from the first of September till the beginning of April. Children are required to wear a broad brimmed or legionnaire style hat. Please apply sunscreen to your child in the morning. Staff will reapply when necessary. If your child has sunscreen reactions please inform us. Staff will role model safe sun habits by wearing their hats at all appropriate times.

## **SNACKS/DRINKS**

Our service is fortunate to be sponsored by Nyrstar. This allows us to provide fruit, yogurt and healthy snacks every day. Water is also available at all times. During the preparation of afternoon tea, staff discuss the importance of healthy nutrition with the children. Our nutrition policy states that during Vacation Care the morning snacks provided by parents must be healthy. If your child doesn't like fruit, they may eat an alternative; yogurt, cheese or vegetable sticks are suitable.