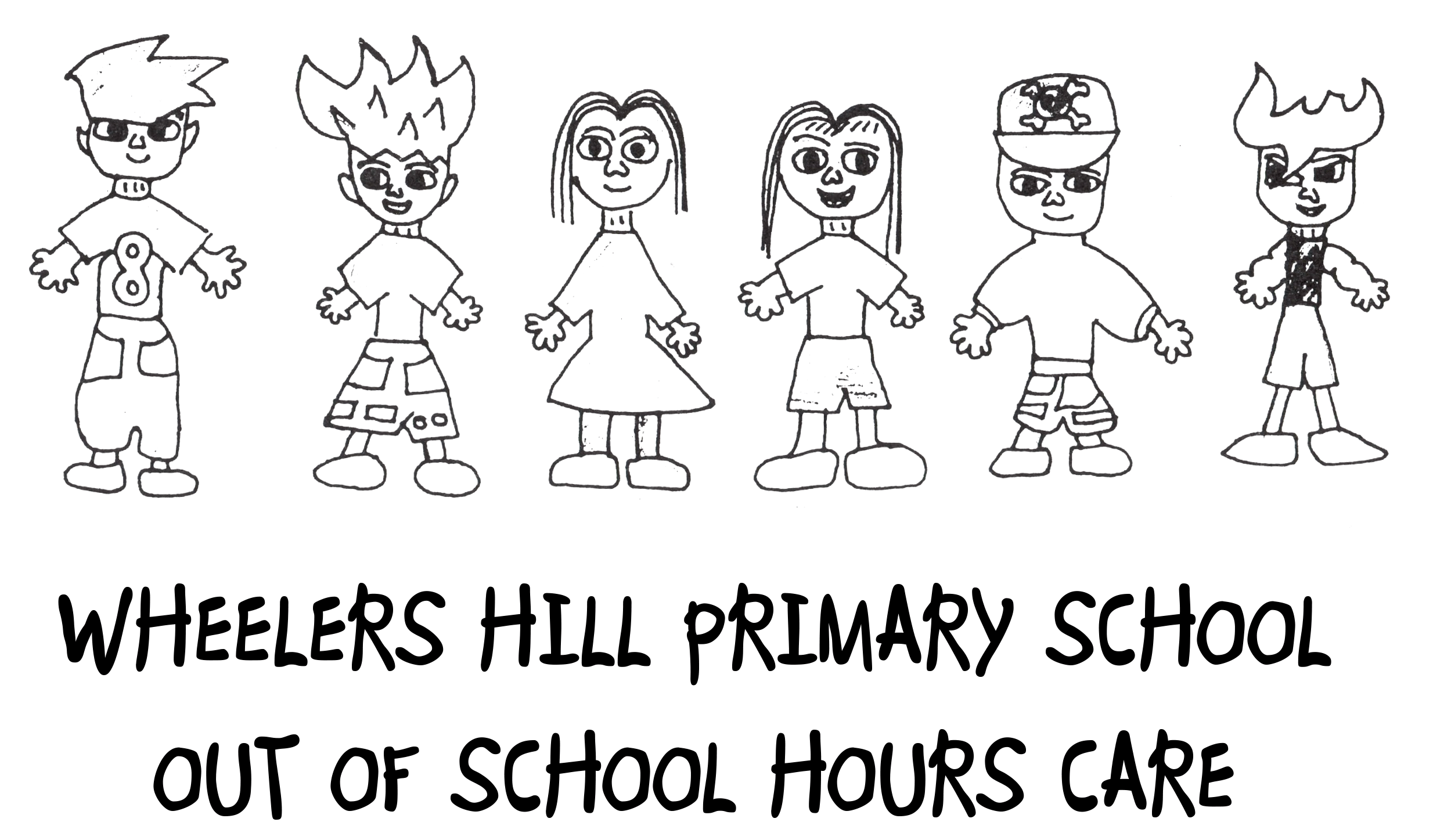
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HANDBOOK

FAMILY

**Welcome Our Family Handbook explains important information you will need to know on the running of our OSHC program.**

We strongly recommend you read the provided information and ask questions to confirm your understanding of how the Service operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

**Wheelers Hill Primary School OSHC History**

The Wheelers Hill Primary School OSHC program was established in 1996 by a group of parents who realised the need for a service to help working parents.

We have remained a proud School Owned program from its establishment with a strong team that have ensured an exceeding rating, that caters for primary age children

The current Co-ordinator has been running the program for the past 27 years with many other educators’ working in the program for approx. 7 – 10 years over its 28 years.

We have had a large amount of University Teaching Students who have gone on to be great teachers and many current educators who will be great teachers of the future.

How to Contact Us

Mobile :- 0409 007 104 School Office:- 9561-3457

Email :- [wheelershilloshc@gmail.com](mailto:wheelershilloshc@gmail.com)

STATEMENT OF COMMITMENT TO CHILD SAFETY

Our program is committed to the safety and wellbeing of all children and young people.

Our program is committed to zero tolerance for child abuse and raising awareness about the importance of child safety in our Programs, School and the Community.

We are dedicated to protecting children from abuse and neglect and promote a child safe environment maintaining children’s wellbeing and diversity.

We are dedicated to promoting Cultural Safety for Aboriginal Children, Cultural Safety for children from Cultural and Linguistically Diverse backgrounds and to provide a Safe Environment for Children with Disabilities.

We are committed to ongoing professional development for Educators to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring they are responsive in keeping children safe.

We believe in teaching Children what to do if they feel unsafe and encourage them to express their views and thoughts on matters that directly affect them.

Program Information

We offer Before School Care , After School Care, Curriculum days and Vacation Care programs

Open hours are BSC 7.00am – 8.40am, ASC 3.30pm – 6.00pm, Curriculum days and Vacation Care days 7.00am to 6.00pm.

We are open approx. 50 weeks of the year and closed on Victorian public holidays.

The Wheelers Hill Primary School’s Council is the licensee of the OSHC program. The OSHC Sub-Committee consists of parents who use the program, School Council members and the OSHC Co-ordinator.

OSHC educators will attend as required. The Sub-committee gives input into the running of the program to ensure a quality program is being provided that caters for family’s needs. Parents are encouraged to attend the monthly Sub-committee meetings and become actively involved in the running of the program.

All correspondence relating to the program can be addressed to the OSHC Co-ordinator or the School Principal

Our Program includes:

Before School Care Combined Preps to Grade 3 together

7- 8.40 am Senior – Grade 4 to 6’s in the Music portable

After School Care Junior – Prep’s and Grade 1’s (in the main room)

3.30 – 6pm Middle – Grade 2-4’s (in the school gym)

Senior – Grade 5 & 6’s (in the music portable)

Vacation Care Combined ages together – senior children may be separated if numbers allow

7am – 6pm

Contact Information

OSHC Mobile: 0409 007 104

School Phone: 9561 3457

Email: wheelershilloshc@gmail.com

Service Providers: Wheelers Hill Primary School - School Council

Address: 134-148 Whites Lane, Wheelers Hill 3150

Approved Provider – Wheelers Hill Primary School Council – Michael Ramsey (School Principal)

Nominated Supervisor: Sharyn Veale

Educational Leader: Sharyn Veale

Responsible person (Program Leaders) – Peter Osmond & Ruby Allan

Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the School Age Framework, My Time Out Place (MTOP), Victorian Early Years Learning and Development Framework (VEYLDF) and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory. To contact our Regulatory Authority, please refer to the contact details below:

Department of Education and Training

|  |  |
| --- | --- |
| **Address:** GPO Box 4367 MELBOURNE VIC 3001 | **Website:** [www.education.vic.gov.au/childhood/providers/regulation](http://www.education.vic.gov.au/childhood/providers/regulation)  **Email:** [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)  **Phone:** 1300 307 415 |

Our Team of Educators

Our Program is made up of a team of high-quality professional educators that are committed to and passionate about school aged care. Our team promote the human rights, safety and wellbeing of all children and consider and respect the diverse backgrounds and needs of children.

We create an environment that promotes and enables children and young people’s participation and is welcoming, culturally safe and inclusive for all children and their families.

All educators hold valid Working with Children Checks and all Responsible Persons (placed in charge of the day-to-day running of the program) have current ACECQA approved Child Protection, First Aid, Emergency Asthma and Anaphylaxis qualifications

Our educators take into account children’s learning styles, abilities, interests and cultural diversity and family circumstances when planning and implementing our programs. We support and respect the history and backgrounds of Aboriginal and Torres Strait Islander people and aim to foster each child’s sense of identity. We also aim to include Aboriginal culture into our programs

Educators are encouraged and supported to attend professional training and development to further their knowledge and skills. For further details on the qualifications of the educators, please see our Nominated Supervisor.

Educational Leader – Sharyn Veale

Core Team - Peter Osmond & Ruby Allan

A full list of our team is displayed on the OSHC Noticeboard

Educator Ratio and Qualifications

We comply with the National Regulations for educator to child ratios across our Program to ensure adequate supervision is provided for all children and young people. Our Program meets the prescribed educator-to-child ratio of 1:15 at all times. The ratio for Excursions is 1:10 or 1:8 based on risk assessments completed for each excursion

All core team Educators hold First Aid qualifications, have Working with Children Checks completed and attend monthly Educators’ meetings and core team leadership meetings.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children’s learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

# Code of Conduct

The Code of Conduct establishes the standards for all employees of our Service. Employees are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia’s Code of Ethics. The values that underpin our work ethic include equality, respect, integrity and responsibility.

Enrolment Information

Prior to commencing at our Service, you will be required to complete all enrolment documentation.

Please understand that it is essential we have up-to-date information in case of an emergency.   
It is important that you notify the Nominated Supervisor or Responsible Person of any changes to enrolment information including:

* Address
* Health and Medical information
* Telephone/mobile numbers
* Contact details
* Family changes
* Emergency contact information details etc.

We are required by law to have medical action plans signed by a doctor and sight immunisation certificates

We are also required to have certified copies of any court orders relating to the child.

Court Orders

Parents must notify the Service if there are any Court Orders affecting residency of their children and a copy is required for the Service. *Without a Court Order we cannot stop a parent collecting a child.*

The safety of the children and educators is paramount on our work with this.

Booking Types

Enrolment forms must be fully completed and returned before children can attend OSHC.

Bookings are for the school year with re-enrolment forms required each year. Current OSHC families have priority for the next year with vacancies then offered to new families in order of applications received.

Vacation Care and Curriculum days are booked separately for each program/day. Families with permanent After School Care and Before School Care bookings have priority booking for Vacation Care.

Curriculum days bookings will be offered to those who have a booking on that day first.

**Permanent bookings:** are made in advance on regular day each week. Cancellation of ongoing permanent bookings require Two weeks’ notice or charges will still apply. If your child doesn’t attend those days, you will be charged the full fee as CCS reductions will not apply.

We are unable to swap booked days due to staffing restrictions

**Casual Bookings:** are made in advance or on the day of the required booking. All bookings must be made before 2.30pm on the day required. Bookings can be for a single day or a few days together.

For the safety of all children, we require notification of Non-Attendance. . Please let us know if your child is absent from school sick to reduce the time educators spend looking for missing children and not supervising the children in attendance

Please contact the program through the School Office via phone 9561 3457 or the OSHC Mobile 0409 007 104. Please leave a clear message if you get the answering message

Cancellations

* **Casual Bookings and Permanent bookings** - Once bookings are made, families are responsible for the fees regardless of attendance or cancellation prior to the date of booking.
* **Permanent bookings** can be permanently cancelled with a 2 weeks’ notice before the child’s last day in the program.

Children who don’t attend on the last day/s will be charged full fees as CCS will not apply

Centrelink information

CCS can not be claimed for any days your child hasn’t physically attended the program at the start or end of your booking period.

* If a family is taking a holiday for a week or more you can give us at least 2 weeks’ notice and your fees will be deleted for this period and your booking will be kept for your return date
* When children go on School Camp, they will not be charged if the family before the camp notifies us. Not every child attends camp and it is impossible for the school to notify us in advance of those not attending.
* If the OSHC program is closed due to a school event families will not be charged
* We don’t charge fees to families for public holidays
* **Vacation Care only ruling**  - fees will be deleted if your child is absent sick and a medical certificate is provided for the day. The medical certificate needs to be provided within 7 days of the day absent

Reference - Booking, Cancellation & Waiting List Policy 2018

Fees

To see current Fees please refer to the fees sheet included in the OSHC Information Pack

Families are required to complete the online Child Care Subsidy assessment via [myGov](https://my.gov.au/LoginServices/main/login?execution=e2s1) website prior to starting at the Program. This will determine your eligibility and level of Child Care Subsidy entitlement.

On enrolment, we will need the CRN and Date of Birth of the person linked with the child, along with the child’s CRN and Date of Birth so we can confirm register attendance and ensure that you are receiving the appropriate subsidy.

Child Care Subsidy (CCS)

Child Care Subsidy is a means-tested subsidy paid directly to the Service as a fee reduction. There are 3 factors that will determine a family’s level of Child Care Subsidy, which include:

1. Combined Family Income
2. Activity Test for both parents
3. Service Type

Transitioning to Child Care Subsidy requires families to provide information and confirm current details by using your Centrelink online account through [myGov](https://my.gov.au/LoginServices/main/login?execution=e2s1). Here you will be asked to provide your combined family income estimate for the financial year, hours of recognised activity including work, training, study and volunteering and the type of child care your family uses.

Allowable Absences

You can be paid for any absence from approved care your child attends for up to 42 days per child per financial year. Additional absences beyond 42 days for certain reasons may be approved and paid. Please talk to us about the additional absences.

You can access your child’s absence record on your online statement by selecting **'View Child Care Details and Payments'** on your [Centrelink online account](http://www.humanservices.gov.au/customer/subjects/self-service). You can also do this using the [Express plus Families mobile app](http://www.humanservices.gov.au/customer/services/express-plus-mobile-apps)

Arrival and Departure

Our Outside School Hours (OSHC) Program aims to ensure the safe and secure arrival and departure of all children into our program from Classrooms and clubs. We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between School/Clubs and the OSHC Program.

The safety of children enrolled at our OSHC Program is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented

Through our comprehensive risk assessment process to ensure supervision is adequate at all times including when children are travelling between our OSHC Program and School or Clubs. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.

For safety and security reasons ALL children must be signed in on arrival and signed out on departure. Please talk to an educator if you have any issues.

Service Closing Time and Late Fees

Please be aware the Program closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:00pm. A late fee is incurred for children collected after 6.00pm.

The fee is $1 per Family for every minute after 6.00 pm and will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at the program until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within 45 minutes of the Service closing, then we will contact Department of Health and Human Services and the Police to take responsibility of your child.

Confidentiality  
We are committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained.

To plan programs with you we may collect additional information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child’s file at any time, or request a copy of information in your file.

Service Policies and Procedures  
You will find a copy of our Service policies and procedures in the main OSHC room and OSHC office. We expect our educators and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for educator and family participation to ensure our policies and procedures adhere to family’s needs and meet required regulations. All policies are reviewed by the OSHC team and OSHC Sub-Committee and then discussed and approved by WHPS School Council. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

# Our Commitment to Child Safety

Our program is committed to ensuring the safety and wellbeing of children and young people is maintained at all times whilst being educated and cared for by our educators. We promote a child safe environment that minimises the risk to all children in our care from all types of abuse, harm and neglect. We understand our responsibilities and statutory duty of care to comply with both the Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our educators are recruited through a robust screening process to ensure they display the right personal qualities and experiences to provide high quality supervision and care to our children in addition to holding a validated Working With Children Checks.

We have a zero tolerance for inappropriate behaviour towards children and any breach of child protection law. Any allegation or concern will be responded to promptly by management. We request that you contact our OSHC co-ordinator or School Principal if you have any concerns.

We aim to ensure our OSHC program is a tobacco, drug and alcohol-free environment at all times in accordance with Education and Care National Law and Regulations. Smoking or vaping is not permitted in or on surrounding areas of the Program by educators, parents or visitors.

Educational Program

We provide a range of both structured and non-structured play-based learning experiences that are designed to be stimulating, challenging, inclus ive and meet the needs and interests of all children and young people attending our Program. Children and young people’s learning in school age care settings complements their learning at home, school and in the community.

We follow the My Time Our Place Framework and Victorian Early Years Learning and Development Framework as per our programming policy. This is Australia’s ﬁrst national OSHC Framework and the aim of this document is to extend and enrich children’s learning from Five to Twelve years.

We are committed to providing a developmental and educational program, which caters for each child’s individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child’s knowledge, ideas, culture, abilities and interests are the foundation of our programs.

We encourage children to be responsible for their own learning through choices in experiences, interests and routines. We use conversations, actions and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts and questions. We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest-based projects to further enhance their learning and knowledge. We value our children’s and family’s input and encourage family involvement in order to gather a comprehensive and holistic view of your child.

Menu and Food

We provide breakfast and an afternoon snack during Before and After school care sessions. We cater for children’s allergies, intolerances and dietary requirements due to beliefs. Please ensure the OSHC team is aware of your child’s needs and provide any suggestions of alternatives for your child’s needs.

Breakfast menu – we provide a variety of cereals, toast and spreads, porridge, eggs and fruit juice/milk and milo

Afternoon snack – we provide a varied menu of healthy snacks with water and fresh fruit provided each day.

No food is offered during Vacation Care and Curriculum days unless listed on the programs. Milk and spreads can be supplied to support children’s breakfast needs during these days.

Please make sure your child has enough food for morning and afternoon snacks and lunch. If you are suppling food that needs refrigeration please let the OSHC team know so that it can be placed in the fridge

What to bring to Vacation Care

BACKPACK   
When we are going on excursions is it important that your child can carry their own bag. A smaller backpack then their school bag can often be easier to manage for full day excursions

MORNING TEA AND LUNCHWe encourage families to adapt the nude food practices the school encourage and have food items in named containers rather then wrapped with disposable wrapping.

Include a drink bottle - again with their name on it. We always provide water and cups, but a drink bottle is easier for children. Any pre-cut fruit or dairy products must be placed into the fridge in your child’s room.

Foods that need refrigeration must be placed in the programs fridge when you arrive. We ask that all containers are labelled.

We try to encourage a healthy lunch at OSHC, please provide sandwiches with nutritious fillings or healthy alternatives. Celery and carrot sticks or a salad are good additions to your child’s lunch. We prefer that, cakes, chips and lollies are not sent as part of your child’s lunch. Please be mindful that we have children with food allergies in the program. If your child has nuts or other items, please let the OSHC team know.

Clothing – Vacation Care

It is helpful to your child if they are dressed in non- restrictive, serviceable and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes also need to allow children the freedom to run, climb, hop and jump as well as being easy for the child to take off and put on by themselves.

*Unsuitable shoes* are thongs and gumboots and we prefer that these be NOT worn to the program. We require all t-shirts to have sleeves (no mid-drift tops) and hats that are broad brimmed or legionnaire’s hats are essential for effective sun safety.

Please make sure all clothing in named with the child’s name

Portfolios

Every child will have a personal, confidential portfolio comprising of:

* Yearly activities that demonstrate children’s thinking and growth
* Observations
* Artworks
* Any other related documents

The individual child’s portfolio is maintained and used as a direct tool for evaluation and future planning within the Service’s program. This makes the program reflect the value of individuality and is not to be used as a means of comparison between peers or stereotypes. You will be given your child’s portfolio at the end of Grade 6 or as they finish at the Service.

Families can ask to see your child portfolio at any time, unfortunately they aren’t to leave the program.

Toys  
The Service has plenty of toys and activities. Toys from home are often brought to school and OSHC and these need to be at the responsibility of the child to look after them and not lose them.

Electronics are allowed in Vacation Care. The children have access to these before 9.30am and after 4.00pm each day. They are locked away for safety of the items between these times.

BYOD for school - children will have their devices in OSHC each day and we have made available locked spaces for all devices to safely stored during OSHC hours. If the children require the use for homework, they need to ask their teacher for a homework pass to ensure the media safety of all children in the OSHC program. Children will be required to sign in and out their devices each day.

Behaviour Guidance  
Educators follow a Behaviour Management Policy that works alongside the Schools policy giving consistency for expectations for the whole day. This policy allows children to develop self-discipline, a respect for others, for property and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy, please ask OSHC Educators or refer to the Policy manual.

We work closely with the Wheelers Hill Primary School’s School Wide Positive Behaviours program SWBPS

Sustainability

Our Service is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure and teaching.

In order to empower our sustainability program we emphasise children’s ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, encouraging them to participate in our recycling program, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible.

Rest and Sleep

From time to time children may need to rest and relax after a long day at school. We support children with providing relaxed spaces with cushions and quieter areas. Some preps may sleep early in the year particularly after an excursion. We allow the children to have a sleep with cushions around them and ensure they are safe and not interrupted by other children.

Sun Safety

Children and Educators will wear hats and appropriate clothing when outside between 1st September and 31st April. During Vacation Care, we ask all children to bring a Sunsmart hat. If a child doesn’t have a Sunsmart hat during an excursion the program will provide a legionnaires hat with the cost going to the family, Educators will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturers recommendations. We ask that children come to the Service during Vacation Care with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application. If your child is allergic to particular sunscreens, we will require you to provide the appropriate sunscreen for them.

Emergency Drills  
Throughout the year the Service will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. An emergency evacuation plan is displayed in every room.

Parent Participation

The Service has an Open Door Policy and actively seeks and encourages families to be involved in the Service. This can range from evaluating and adding to our program and observations, volunteering within the Service and sharing skills and experiences that the children and the program will benefit from.

You can be involved in the OSHC Sub-Committee. Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We seek input from families on all aspects of the program.

If, for any reason you question or do not understand any aspect of the Service or your child’s experience we have a Grievance Policy that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time. Copies of our policies are available in each room and the OSHC office. You are welcome to sign out a copy to take home and review at your leisure.

YOUR HOME CULTURE

Your home culture is most welcome in our Service. We would greatly appreciate if you were able to share with our Service aspects of your culture and family life. This would assist us to enrich the lives of all our families and children.

RECYCLABLE ITEMS

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (no toilet rolls or egg cartons or milk containers due to hygiene and allergy issues) paper or anything interesting from your work is much appreciated.

Communication

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child’s day.

We have many types of communication we use for families, which include:

🗸 Emails

* Newsletter

🗸 Letters

🗸 Face to face

🗸 Phone calls

Please understand we may not be contactable between 9.30am – 2.30pm

No child will be allowed to leave our Program with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor. Please notify us if your emergency contacts are collecting your child to ensure their safety. We require all people collecting children to be 18 years of age or older.

Children are not to be dropped off before the starting times of the program. The OSHC Team will not be able to take any responsibility for children who can’t be signed in by their parents each day.

Please refer to our Safe arrival of Children policy for more details on our procedures

Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless a doctor provides the Service with written authorisation.

Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker in the child’s name.

On arrival at the Service families, must give medication to Educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children’s bags

When should my child not attend OSHC?

Our program is a busy place and we are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care.

To help us prevent the spread of diseases, please monitor your child’s health and watch for any of these symptoms:

* A runny, green nose
* High temperature
* Diarrhoea
* Red, swollen or discharging eyes
* Vomiting
* Rashes

Please do not bring your child to the program if they display any of the above symptoms. If a child becomes ill whilst at the program the child’s parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child’s emergency contact for collection.

Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form. The Service has procedures the educators follow to minimise allergic reactions.

The Service requires an Action Plan filled in by your Doctor to assist in managing your child’s needs. The Action Plan is to be updated regularly.

Accidents

The Nominated Supervisor or responsible person will contact parents immediately if a child is involved in a serious accident at the Service. As a matter of extreme importance parents must ensure that the Service has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed by an educator and by the parent.

Immunisation

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.

We are required by law to sight or receive a copy of your immunisation record for each child.

Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from the Service of a child suffering with the following diseases/ailments. Please inform educators if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

|  |  |
| --- | --- |
| CONDITION | EXCLUSION |
| HAND, FOOT AND MOUTH DISEASE | Until all blisters have dried. |
| HIB | Exclude until medical certificate of recovery is received. |
| HEPATITIS A | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness. |
| HERPES – COLD SORES | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible. |
| INFLUENZA AND FLU-LIKE  ILLNESSES | Exclude until well. |
| MEASLES | Exclude for at least 4 days after onset of rash. |
| MENINGITIS (BACTERIAL) | Exclude until well. |
| MENINGOCOCCAL INFECTION | Exclude until adequate carrier eradication therapy has been completed. |
| MUMPS | Exclude for 9 days or until swelling goes down (whichever is sooner). |
| POLIOMYELITIS | Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery. |
| RUBELLA (GERMAN MEASLES) | Exclude until fully recovered or for at least 4 days after the onset of rash. |
| SALMONELLA, SHIGELLA | Exclude until diarrhoea ceases. |
| STREPTOCOCCAL INFECTION  (INCLUDING SCARLET FEVER) | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well. |
| TUBERCULOSIS | Exclude until a medical certificate from an appropriate health authority is received. |
| WHOOPING COUGH | Exclude the child for 5 days after starting antibiotic treatment. |
| WORMS (INTESTINAL) | Exclude if diarrhoea present. |

*If your child is unimmunised according to our records, then they will be excluded until the threat has passed.*

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Parent Acknowledgement

*I/We have read this handbook carefully. I/We understand the commitment that we are undertaking and our responsibilities to the Service.*

*I have completed the enrolment form at the Service. I have read and agree to comply with the requirements set out in this handbook and in the Service’s policies.*

|  |  |
| --- | --- |
| FAMILY NAME |  |
| PARENT NAME |  |
| CHILD/REN’S NAME |  |
| PARENT SIGNATURE |  |

**Lawful Authority**

Parents

All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The children’s regulations 2009 refer to these powers and responsibilities as “lawful authority”. It’s not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the family law act, may take away the authority of a parent to do something or may give It to another person.

Guardians

A guardian of a child also has lawful authority. A legal guardian I given lawful authority by a court order. The definition of “guardian” under the children’s services act 1996 also cover’s situations where a child does not live his or her parents and there are no court orders, in these cases, the guardian is the person the child lives with who has day – to-day care and control of the child.

I, (print full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A person with lawful authority of the child referred to in the enrolment form, declare that the information in this enrolment form is true and correct and undertake to immediately inform the children’s service in the event of any change to this information:

Agree to collect or make arrangements for the collection of the child referred to in the enrolment form if she/he becomes unwell at the service

Consent to the proprietor to seek medical treatment for our child from a medical practitioner, hospital or ambulance service.

I agree to abide by the terms and conditions established by the Out of School Hours Care management committee and outlined in the Parent Handbook

Signatures

Mother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_