

# Ebascc Parent handbook 2023



Front cover illustrated by Bailey G., William D., William Z., Melissa C.

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## Welcome to Ebascc

This booklet has been prepared by the Co-ordinator and Parent Management Committee to provide parents with information about the Centres operations and procedures and some of the conditions which apply to families using the Centre to ensure the smooth running of the service.

Ebascc is a Not-for-Profit Incorporated Service that is managed by a Parent Management Committee. The Centre cannot operate without a committee, so it is very important that all parents become involved. Parents are informed of monthly meetings in advance via email and all families are welcomed and encouraged to attend monthly meetings. Light dinner and child-minding will be provided.

***If you would like to join the committee or attend a meeting, please contact the Centre Coordinator.***

Definition of OOSH:

The term Out of School Hours (OOSH) refers to an organisation that provides care and recreation for school aged children who attend Before and After School Care and Vacation Care.

As an Out of School hour's Service, we aim to:

- Provide a wide variety of supervised play and recreational activities that assist in the social, emotional, creative and physical development of primary school aged children.
- Promote and encourage equity and access throughout the whole organisation while providing equal opportunities for children, parents and staff.
- Enables parents and guardians to pursue work/study/training or other activities with the knowledge that their children are being well cared for in a safe and happy environment.

## EBASCC STAFF

Centre Co-ordinator: Linda Marinovic

Assistant Coordinator: Lynn Cui

Permanent Staff:

Sihong Jiang, Esther Shin, Karen Graham, Sylvia Marinovic, Ellen Ryan (Accounts)

Our EBASCC Staff picture board is displayed inside the Centre to help you familiarise yourself with our staff. The board also indicates who our Nominated, Authorised and Responsible Educators are, along with First Aid and Anaphylaxis trained staff.

**“We look forward to working with you and your child, by complementing the care that is already provided by your family and Eastwood Public School.”**

## National Quality Framework: (NQF)

The National Quality Framework provides a national benchmark for safety and quality in early childhood education and school aged services.

Our service is an Accredited Service, rated overall at Meeting the National Quality Standards and provides high quality Before and After school Care and Vacation Care for children from Kindergarten to Year 6.

Services are assessed and rated by Authorised Officers from the Department of Education. Every approved service is assessed against the National Quality Standard which includes ensuring compliance with the National Law and Regulations. Read more about how the [NSW Department of Education regulates services](#).

OSHC services are also required to meet learning outcomes outlined in the [My Time, Our Place – a Framework for School Age Care in Australia](#)

## Mandatory Reporting Children's Guardian Act 2019

EBASCC staff are mandatory reporters to The Office of the Children's Guardian- NSW Government

Staff are required by law to report any concerns about the safety, welfare and wellbeing of any child in our care using the Mandatory Reporting Guide.

## Centre Philosophy

At EBASCC we acknowledge and celebrate the traditional custodians of the land, the Wallumeddegal people.

We provide an ACCREDITED Before and After School and Vacation Care service for children from Kindergarten to Year 6. We are committed to the principles, practice and outcomes of the National Quality Framework for School Age Care (*'My Time, Our Place'*)

The Centre provides a developmentally appropriate program which presents self-selection, structured and unstructured choice and is inclusive for all children. The program is evaluated weekly to ensure all children's needs are met and that the program is ever evolving and engaging for each child.

At EBASCC, educators are continuously assessing children against the learning outcomes and extending children's learning through planned activities, experiences and spontaneous play which is designed to meet the learning outcomes of *My Time, Our Place*.

The Centre provides a safe, healthy, and encouraging environment that is structured around equity for all children. The Centre provides a wide range of activities catering to the diversity of all children. The children are provided with adequate space indoors and outdoors and supplied with equipment for all children to engage with a variety of skills at all developmental ages.

The Management Committee helps to ensure a professional educator's team with common goals, positive attitudes and positive interactions with all children, staff and families. Staff and Management encourage and offer support to provide the best possible interactions, encouragement, and support in all aspects of the Centre.

The Centre strives for a level of excellence in childcare with each child's needs at the core of its philosophy.

## Enrolment

All EBASCC families are required to enrol through QikKids “My Family Lounge” parent portal and complete an enrolment form for all children.

Please visit: <https://www.ebascc.com/enrol> to enrol your child. You will be able to sign in and register on My Family Lounge DIRECTLY through our website.

You must add at least two contact person’s details with the correct contact number and emails to allow you to sign in and out of the service using the QikKids digital system. This is a requirement set by the NSW Department of Education.

The Enrolment form contains:

- Medical consent and Allergy information.
- The authorisation of nominated adults who may collect your child.
- Notification of any court orders relating to custody or other issues. The Coordinator MUST sight and keep a copy of any such order affecting the custody of children attending the service.
- An annual membership fee of \$20.00 per family and the first two weeks fees paid in advance which is required upon enrolment (see fees section)
- Immunisation History Statement which to be uploaded onto QikKids

If a child has a condition that requires medication, the medication and allergy section on the enrolment form must be completed correctly and signed by the parent. Parents are to supply Ebascc with the medication and be aware that Centre staff cannot administer prescribed medication without authorisation. Any medication must be within the use by date and be clearly labelled with the administering instructions and an Action plan with a photo.

- **IT IS A REQUIREMENT THAT EBASCC IS PROVIDED WITH THE CHILD’S ACTION PLAN AND MEDICATION AND THE STAFF WILL MAKE A RISK MINIMISATION PLAN FOR PARENTS TO REVIEW AND SIGN**, the plans are filed for staff access only, as needed.
- Most EBASCC staff are trained in Asthma and Anaphylaxis prevention and First Aid treatment.

- **Priority of enrolment**
- Priority enrolment is given to siblings, single parents and then on a first come first serve basis based on a waiting list application.
- Priority of Access
- NSW Department of Education has approved our Service to provide the following:
- **Before Care:** 250 positions
- **After Care:** 250 positions
- **Vacation Care:** 250 positions

EBASCC has a waiting list application form on My Family Lounge. If you require additional care or need to cancel care you will be required to complete a Change of Booking Form and this is to be emailed to [enrol@ebascc.com](mailto:enrol@ebascc.com) and as soon as a place becomes available, staff will contact you via email.

Our responsibility is to ensure that places are made using the Priority of Access Guidelines as set down by the Federal Government. Therefore, our service will take children into care on the following basis.

**PRIORITY 1:**

A child at risk of serious abuse or neglect.

**PRIORITY 2:**

A child of a single parent who satisfies, or parents that both satisfy the work/ training/study test (under section 14 of the family assistance act).

**PRIORITY 3:**

Any other child.

Within each priority mentioned above, the following children are to be given priority:

- Children in Aboriginal and Torres Strait Islander families
- Children in families, which include a person with a disability

- Children in families on lower incomes
- Children in socially isolated families
- Children of single parents

**Please note: Should the Service become full, a parent using care who is Priority 3 may be asked to vacate the place for a child in a Priority 1 or 2. Fourteen (14) days' notice will be given. If you have any other questions regarding Priority of Access, please contact the Centre Coordinator.**

At EBASCC we believe that the child to staff ratio is an important factor in determining the quality of care that we provide. We will ensure positive staff, child and parent interactions and safe care by maintenance of the minimum standards outlined in the National Standards.

The staff to child ratios as outlined in the Standards will be met at all times:

1.1.1 There will be a maximum of 15 children to 1 staff member.

1.1.2 There will be a maximum of 8 children to 1 staff member for excursions.

1.1.3 There will be a maximum of 5 children to 1 staff member for swimming.

The staff to child ratios as outlined in the Voluntary Code of Practice will be adhered to at all times:

The staff to child ratios as outlined in the Voluntary Code of Practice will be adhered to at all times:

### **Hours of operation**

BEFORE SCHOOL CARE: 7:00 am to 9.00 am

AFTER SCHOOL CARE: 3:10 pm to 6:15 pm

VACATION CARE: 7:30am to 6:15pm

Vacation Care is available during January, Easter, July, and October school holidays. **During the Christmas and New Year period EBASCC will be closed for 2 weeks or as agreed by the Committee.**

**Pupil Free Day:** Centre is open on all Pupil Free days from 7.30am to 6.15pm, operating as part of our Vacation Care program.

**Teacher strike days:** Centre will operate as usual if Eastwood Public School offers no teacher's supervision on site. Children must be at school to attend Ebascc on these days

## Before and After Care fees

**Membership** \$20 per family per year

### **Permanent bookings (Same days every week)**

\$16.00 Morning sessions

\$23.00 Afternoon sessions

If the child is attending the Centre on a regular basis, a permanent booking is required.

Permanent bookings **MUST** be paid for 2 weeks in advance via direct debit, whether the child attends or not.

### **Casual Booking Fees (Child attends irregularly)**

\$18.00 Morning sessions

\$25.00 Afternoon session

- Requests must be sent via email or text message
- Fees will be charged to your account.

**Casual bookings will not be accepted if there are fees outstanding that are not guaranteed and based on availability.**

Children will not be accepted without a request and must be confirmed by staff.

Children who turn up to the Centre without parent consent will be sent to the Ebascc office and parents called to collect children.

## Vacation Care Fees

\$85.00 per day (base rate) Centre Day

\$105.00 Excursion Day

Yellow Ebascc t-shirt \$5.00

Prices vary pending daily programs and excursions and in-cursions planned on days so check the program on website for costs.

To book Vacation Care you will be required to log into MyFamily Lounge and go into the calendar and book "Casual Booking" on the dates required in the appropriate group so either Juniors or Seniors. Fees are then deducted from your designated bank account a week before the commencement of the Vacation care period.

Vacation Care is offered in January, April, July, October and December. **Vacation Care forms are available on the website and emailed to parents week 7 which is 3 weeks prior to school holidays and booking period ends one week prior to school holidays commencing.**

## Excursions

Excursions and incursions are scheduled twice a week on alternate days and are split between kindy – Yr 2 and Yr 3 - 6. Children are required to wear their yellow t-shirt to excursions and bring a hat and packed lunch. **T-shirts are to be taken home at the end of the day and worn on all excursion days.**

**Children are to arrive at the service by 8am for excursions and by 10:00am for incursions.**

Cancellation of care for Vacation care must be given before the cut-off date on the Vacation care form. If your child is sick during the Vacation Care period and Dr Certificate is provided to staff, then fees for that day/days can be credited back to your account.

### Pupil Free Day fees

**\$85.00** plus addition activities if planned

On Pupil Free Days the Centre will be open for the full vacation care day (7.30am – 6.15pm). Before and After School Care sessions do not operate during the Vacation Care program with no fees charged.

### Teacher strikes

During any term there is a possibility of Industrial Action by the Teachers Federation. On these days the Centre will operate as usual, only offering Before and After school care only for children who have attended school. If the school remains open, then the teachers will provide care for children who are at school on these days. **No refund of fees for permanent bookings will apply on these days.**

With adequate notice and staff availability, the Centre **may** be able to provide care on Teacher Strike days if no supervision is provided by the school and Pupil Free day costs will apply.

### Signing in and out

**It is a legal requirement** that all parents, guardians and or nominated persons sign the children “in “at Before School and “out” at After School Care each day at the electronic sign in and out table. If a person not nominated on the enrolment form is to collect a child, the parent must notify the coordinator beforehand and send notification via email or phone. No child will be released unless parental permission has been confirmed. The Centre must be

able to account for all children at any time should an emergency arise. iPads are available in both areas for Seniors and Junior.

On the first day of your child's enrolment you will be asked by staff to enter your telephone number onto one of the Centre iPad and then sign in using Qik Kids using the pin 0000 and you will then be prompted to create your own pin. Please keep this pin private and do not allow your child to sign in or out as this is the guardian's legal responsibility.

## Cancellation and change of bookings

The Centre staff must be informed if you decide to cancel or change your child's attendance, **please note any cancellations or change of bookings are permanent changes and cannot be done on My Family Lounge.** Parents are required to complete a **change of attendance form which can be found on the website and then this is to be completed and sent via email to enrol@ebascc.com and completed two weeks prior** to cancellation. If the form is not completed and submitted, we assume attendance remains the same and the normal fees will be charged until written notification is made. If care is required in the future, you must complete the change of booking form again or place your child on the waiting list to be offered a place in the future.

Attendance cannot be changed via My family lounge and will only be approved by staff once change of booking form is received.

### Late collection of children

**Parents must notify the staff by phone if they are running late to collect children so that the staff are aware and that the children can be notified.**

**Ebascc mobile 0478 739977**

**A late fee of \$15 will be charged from 6:15 to 6:30pm, then \$2 per minute after 6:30pm.**

If a child is not collected by 6:30pm and a parent or any emergency contact person nominated on the enrolment form cannot be contacted, the staff will be required to place the child in the care of the police at Eastwood Police Station (98585944) until contact can be made with a parent or emergency contact person.

## Non-notification of attendance fee

Parents are to notify the staff by text message or

phone (0478 739 977) or by email (admin@ebascc.com) if your child will not be attending either Before School care by 8.30am and After Care by 3pm or Vacation Care by 9am.

**A fee of \$10 per family per session will be charged** If the Centre staff are not informed of a child's absence for any sessions in advance.

## Payment of fees

Fees are debited on a weekly, fortnightly, or monthly basis; this is to be indicated on the Debit Success form on enrolment. If for any reason you are having difficulty with finances and making payments, please discuss this with the Centre Coordinator or Accounts manager in person or via email as termination of enrolment may result if fees are more than two weeks in arrears. A non-payment notice will be emailed to you by the Administrator if your direct debit fees cannot be processed.

Payments are made through "Debit success" through QikKids (Direct Debit) this is done via the enrolment page on My Family Lounge.

## Child Care Subsidy

To receive Child Care Subsidy (CCS) you need to create a MyGov account and link it to Centrelink.

Refer: [servicessaustralia.gov.au](https://servicessaustralia.gov.au)

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child.

Refer: <https://www.education.gov.au/child-care-subsidy-activity-test>

## CASH PAYMENTS ARE NOT ACCEPTED

The fee's structure is subject to review at the end of each Term and is determined in relation to the total enrolment numbers and expenditures incurred by the service and will be

reviewed at monthly Committee Meetings. Fees may be increased at the Annual General Meeting with notice given to families in advance.

## Program

Ebascc operates in two separate areas till 5.30pm.

Kindy to Year 2 (Junior) School Hall

Year 3 to Year 6 (Senior) Ebascc main building

The program is displayed on the Centre notice board located at the front entry of the Centre on a white board at the Juniors area. The program is implemented by staff and evaluated by staff and children weekly and then learning stories and pictures posted on Playground.

Children and parents' suggestions are encouraged via email to [program@ebascc.com](mailto:program@ebascc.com) or through daily discussions and at Monthly Parent Committee meetings.

**Please note that children may have their photograph taken while participating in Centre activities.** These photographs will only be used on Playground or displayed within the Service. They will not be used for any other purpose. The Centre will always respect your child's privacy.

## PLAYGROUND

- EBASCC uses PLAYGROUND to document and support children's learning.
- PLAYGROUND is used to record and communicate learning as it happens, via photos, videos, audio, and observation within a secure online.
- Families can see all the wonderful things Educators have recorded in Playground, and families can download the QK Home App, information can be downloaded on our website.
- Parents will be sent lots of notifications during the week so please adjust your notification settings on the HOME APP to your preferred number of notifications during the week.

- Ebascc uses PLAYGROUND to highlight the children’s involvement at Ebascc and to plan for upcoming programming. Parent feedback is important and helps to plan activities as part of embedded practice within our service for programming.

## Food and Nutrition

EBASCC aims to provide a nutritious menu for Before, After Care and Vacation Care with a variety of nutritious food, taking into account any allergies, cultural restrictions and dietary requirements. The menu is displayed at the front of the Centre. We aim to provide the children with a variety of fresh healthy food for breakfast such as cereals, toast and hot foods like eggs, pancakes and porridge and afternoon teas such as sandwiches, wraps, rice cakes with healthy fillings and hot foods such as curries, soups, nachos, and spaghetti. We always maintain a high standard of hygiene throughout all food preparation and staff are continuously updating food health and safety requirements and the Centre is audited yearly.

When parents are required to provide food during Vacation Care, we encourage families to provide their children with healthy food with minimal packaging and no nuts as Ebascc is nut free.

## Sustainability

We take pride in our sustainable garden and add sustainability activities implemented into our weekly program.

Our Service is committed to ensuring policies and procedures are focused on sustainable practices within our service and ensure it is incorporated into the daily operations as part of the weekly program, where possible we try to minimise our impact on the environment by providing children with experiences that use environmentally appropriate and recyclable materials which hopefully helps them to understand their place in the world and to take every effort to help preserve it during daily activities.

EBASCC is also committed to establishing sound environmental practices relating to all operational aspects of the service. Educators will work collaboratively with the children and their community to develop and implement sustainable practices related to the EBASCC program and routines.

1.1 Recycling food scraps

1.2 Using recycled items in craft activities

1.3 Recycling scrap paper to use for activities

1.4 Maintaining the vegie garden, using the produce, and using it for cooking activities.

1.6 Creating play spaces for children to interact with the natural environment

1.7 Undertaking regular reviews of sustainable practices within the service. We now use reusable plates and cutlery to further improve on our sustainability within our Centre or use paper plates and cutlery to limit the impact on the environment.

## Relationships with Families

The Centre aims to establish a positive relationship between staff and parents and to support parents in caring for their child.

Please view the program displayed at the entrance of the Centre for weekly menu and activities.

**Day to day communication between parents and staff is encouraged via email at [admin@yahoo.com.au](mailto:admin@yahoo.com.au)**

- Parents, children, and staff are to treat each other with respect and greet staff on arrival and departure.
- Parents will receive emails from the Centre Coordinator, so please ensure all email addresses are current and please notify if there is a change of email through My Family Lounge and update details.
- Please send any change of attendance to [enrol@ebascc.com](mailto:enrol@ebascc.com)
- Please email [accounts@ebaccc.com](mailto:accounts@ebaccc.com) for any account queries
- Parents will be encouraged to communicate with staff if a behaviour plan or medical plan is necessary.

- Supervision and behaviour management of children at the Centre is the responsibility of Centre staff and parents are asked not to attempt to discipline children other than their own and discuss any concerns with staff.
- Parents are responsible for ensuring all children are aware that any damages incurred by their child through intentional/malicious damage to Centre, School or public property will be incurred by the parent.

## Children's responsibilities

EBASCC maintains the same rules of behaviour and safety as those upheld by Eastwood Public School to ensure that all children are kept safe and happy and have consideration for others.

Children must sign themselves into roll call the afternoon sessions by going to their designated area and lining up and then putting bags in the designated area so either in the Juniors or Seniors area. Kindergarten children are picked up in the kindergarten area from Term 1-3.

Children are to sanitise hands when they arrive at service and will be asked to wash their hands prior to eating, preparing food and after all dirty tasks such as toileting, cleaning up any dirty items, wiping a nose or after handling an animal. Children will also be reminded not to share drink bottles or food.

Children must stay within the EBASCC boundaries which are indicated by orange cones and flags.

Children are to stay within their age group area i.e. Junior or Senior.

Children are to ask a staff member with a yellow vest on toilet duty which will be told to them at the mini meeting every afternoon if they need to go to the toilets or bubblers.

NO HAT, PLAY IN THE SHADE (Children must bring a hat every day).

Shoes must be worn at all times unless in the quiet area.

Children are to use age-appropriate language

Children are to respect themselves, others and Ebascc property

Children are to respect other children's belongings and their own and be kind and tolerant of others.

Children are encouraged to talk to staff in regard to any issues and concerns that may arise.

During BYOD time it is the responsibility of the child to only log into the DET WIFI network only. It is their responsibility to take care of their device at all times during After School Care and Vacation Care by keeping their device in their bags.

The Centre's policy is not to exclude children but to guide children in positive ways so that they can become active and responsible citizens.

"Child rights are the human rights of children. Every child, regardless of their age, race, gender, wealth or birthplace, has rights."

## Centre Policies

Below is a summary of a few of our Policies that are used in the everyday operations of our service. All full lists of the Policies and Procedures are available on the Ebascc website.

### Ebascc is Nut Free

EBASCC is a Nut Free Centre as we have children who are Anaphylaxis therefore we do not serve any food containing nuts or peanuts as it presents dangerous consequences for children with allergies/anaphylaxis. Parents are asked to respect other family's food and dietary restrictions and ensure they do **NOT** send their children to EBASCC with any food containing nuts. (i.e.: **NO** Nutella, peanut butter, confectionery with nuts/peanuts)

Parents of children who are allergic to any kind of nut must inform staff and correctly complete the child's enrolment and provide an Action Plan.

## Medications/First Aid

At Ebascc we pride ourselves in having most staff trained in First Aid and Anaphylaxis. All permanent staff and most casual staff have current First Aid, Asthma and Anaphylaxis certificates.

A fully stocked and updated first aid kit is kept at the Juniors and Seniors area.

Educators will document any first aid treatment given by completing an Incident/Injury/Medication form. The incident form will be completed by a staff member immediately after the incident and if need be, the parent will be called. Parents/guardians will be asked to read and sign the Incident/Injury form on collection of the child.

## Fire drill/Emergency lock down

EBASCC staff and children do emergency evacuations and lock down procedures every 3 months, procedures are clearly displayed for all to see. These procedures are carried out twice every term to ensure all children and staff understand how to keep themselves and others safe in an emergency.

## Sun Safety policy

**“No hat, we play in the shade today!”**

EBASCC staff will encourage children to:

- Wear hats when playing in the sun
- Use and apply sunscreen SPF50+ Broad-spectrum which is always available next to the sign in and out table.
- Remain in the shade if possible
- Avoiding outside activities according to recommendations on the UV Index Forecast.

## Infectious Disease

The Centre reserves the right to temporarily request children and staff to stay home from the Centre when suffering from infectious illness such as measles, diarrhea, chicken pox,

conjunctivitis, Covid 19 or any other infectious diseases. A doctor's certificate will be requested when the child returns to the Centre in line with Health Department Guidelines.

Parents are required to inform staff of any infectious diseases in the family.

When information is provided about an outbreak of an infectious disease, the information will be made available to parents/guardians by email without disclosing personal information.

The Centre aims to ensure that appropriate health and hygienic training and practices are adhered to, and that staff have access to current information provided by relevant authorities to minimise the health risks to children.

Parents are reminded that children with infectious diseases such as Mumps, Measles, Diphtheria, Poliomyelitis, Tetanus, Whooping Cough, Rubella and Covid19 should **NOT** be sent to the Centre until the required number of days has elapsed.

### Head lice

Head Lice outbreaks occur in all Child Care Centres. It is extremely important that we act fast when head lice outbreaks occur. If a head lice outbreak occurs, the Centre will inform parents and we ask that you please check and treat your child's hair promptly to avoid further outbreak.

### Confidentiality

All matters relating to the Centre are confidential, and are only discussed with staff, committee members and relevant authorities if necessary.

This includes:

- Information pertaining to any child enrolled at the Centre and/or that child's family.
- Information about any of the staff or Committee members and/or their families.
- Information on issues relating to the running of the Centre.

The privacy of others will be respected at all times.

We encourage positive and open communication between all parties involved. Staff, parents, and committee members will be made aware of appropriate communication avenues and procedures.

### Grievance Procedure

At EBASCC we take all grievances seriously and will ensure that appropriate action is taken to remediate the concerned situation. EBASCC staff ensure that the needs of all families are recognised and that families are not discriminated against from sharing in their child's experiences at the Centre. We feel that parents and families should work together with staff on a variety of outcomes ensuring that children receive superior quality of care.

Please feel free to discuss with the Co-ordinator or any other staff any issues you may have regarding your child. Open discussions are encouraged and lead to an eventual amicable resolution.

Please be assured that any discussion will remain confidential.

**If you feel your rights are not being respected, or have any complaints or concerns about the Centre please:**

1. Talk to the OOSH Coordinator in person or phone 0478 739 977
2. Talk with the OOSH management Committee President (number available on request).

If you are still not satisfied with the outcome, then email [admin@ebascc.com.au](mailto:admin@ebascc.com.au)

If you are not satisfied after using the above steps you can contact.

### **NSW Education**

Ph: 1800 619 113 (toll free) or 02 9176 2100

Email: [eccd@det.nsw.edu.au](mailto:eccd@det.nsw.edu.au)

### **Postal Address**

NSW Education

Early Childhood Education Directorate

NSW Department of Education  
Locked Bag 5107  
Parramatta NSW 2124

If you are still not satisfied after following the steps outlined above, contact the Ombudsman in NSW.

Remember the best way to deal with it immediately, please contact the Coordinator before you do anything else. No matter how angry or upset you are, try and take a positive problem-solving approach as this is more likely to help you get the outcome you are hoping for.

If you wish to discuss any aspect of the Centre's programme or its functioning, please do not hesitate to contact the Centre Coordinator/any member of the Parent Management Committee.

Email:

manger@ebascc.org

[committee@ebascc.org](mailto:committee@ebascc.org)