

# Eastwood Before and After School Care Centre

## PARENT HANDBOOK 2022



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

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## **Welcome to Ebasc**

This booklet has been prepared by the Co-ordinator and Parent Management Committee to provide you with useful information about the Centre as well as to explain some of the conditions which apply to families using the Centre in order to ensure the smooth running of the service.

### **Definition of OOSH:**

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

### **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 aged children.
- Promote and encourage equity and access throughout the whole organisation while providing equal opportunities for children, parents and staff.
- Enables parents/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.

### **National Quality Framework for OSCHC**

EBASCC adheres to the standards outlined in the National Quality Framework (NQF), which provide our Service with the standards from which we work.

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. EBASCC staff are mandatory reporters to The Children and Young Persons (Child Protection) Act 1998 (The Care Act).

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

### **COME AND MEET OUR FRIENDLY STAFF**

Centre Co-ordinator: Linda Marinovic

Assistant Co-ordinator: Lynn Cui

Permanent Staff:

Esther Shing

Sihong Jiang

Karen Graham

Sylvia Marinovic

Ellen Ryan

Permanent staff and Casual staff pictures displayed inside Service

Our staff are always here to help. If you have any questions in relation to EBASCC, Child Care Subsidy and or other support or how your child is learning through play at EBASCC, please come and have a chat with any of our staff.

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 other qualifications.

**"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."**

## **Centre Philosophy**

At EBASCC we acknowledge and celebrate the traditional custodians of the land the Wallumedegal people. We provide an ACCREDITED Before, 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 interaction 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, 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 which is supplied with equipment for all children to engage with, encouraging a variety of skills. The management Committee help to ensure a professional staff team with Common goals, positive attitudes and positive interactions with all children, staff and family. 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 child care, with each child's needs at the core of its philosophy.



## Enrolment

We ask all our EBASCC families and new families to register with QikKids “My Family Lounge” parent portal and complete an enrolment form for all children.

Please visit: <https://www.ebascc.com/enrol> to enroll 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 in order to allow you to sign in to sign in and out roll, this is a requirement from the NSW Government.

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 in care.
- An annual membership fee of \$20.00 per family and the first two weeks fees must be paid in advance are required upon enrolment (see fees section)
- Immunisation History Statement is to be uploaded to QikKids

## Story Park

- EBASCC uses Story Park to document and support children’s learning. Story Park is used to record and communicate learning as it via photos, videos, audio and observations.
- Every week learning stories and notices are posted, to minimise the number of notifications please change your notification settings.
- It is encouraged that all parents and carers accept the Story Park invitation which is sent to the nominated parent’s email provided upon enrolment.

## Waiting list

**Priority enrolment is given to siblings, single parents and then on a first come first serve basis.**

**If you require a place at EBASCC and are already enrolled please go to Ebascc.com and complete a change of booking form.**

If you are a new enrolment, go to ebascc.com and complete an enrolment form and create a waiting list application form on My family lounge.

### **Priority of Access**

Department of Education Skill and Employment (dese.gov.au) has approved our Service to provide the following:

**Before Care:** 150 positions

**After Care:** 250 positions

**Vacation Care:** 150 positions

EBASCC has a waiting list. If you require care or extra days, you MUST complete an additional form in

My Family Lounge and once submitted your family and your child's name will be placed on the waiting list.

As soon as a place becomes available, staff will contact you via email.

Government approval allows access for automatic deduction on fees through Child Care Subsidy. (CCS).

Our responsibility is to ensure the 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; and
- 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.**

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**Operating hours**

**Hours of operation**

**BEFORE SCHOOLCARE: 7:00 am to 8:45 am**

**AFTER SCHOOLCARE: 3:10 pm to 6:15 pm**

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

Vacation Care 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, functioning as Vacation Care.

**Teacher strike days:** Centre will operate as a Pupil Free Day if Eastwood Public School offers no teacher's supervision.

**Correspondence**

Messages to be emailed to [admin@ebascc.com](mailto:admin@ebascc.com) or text sent to 0478 739 977

The Co-ordinator may be contacted at the Centre between 9:00am - 5.00pm on **0478 739 977**

For general information on EBASCC visit our website <http://www.ebascc.com/>

Account enquiries to [accounts@ebascc.com](mailto:accounts@ebascc.com)

Enrolment enquiries to [enrol@ebascc.com](mailto:enrol@ebascc.com)

## **Before and After Care fees**

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

### **Permanent bookings**

**Permanent (Child attends same days each week)**

**\$14.00 Morning sessions**

**\$19.00 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 or not your child attends.
- If a permanent booking needs to be changed, staff should be advised and an additional change of attendance form needs to be filled in and requested days will be placed on the waiting list. Please note: if you would like to cancel the booking, it is a permanent cancellation, and if you wish to re-apply, your child will be added to the waiting list.

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

**\$17.00 Morning sessions**

**\$22.00 Afternoon session.**

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

**Casual bookings will not be accepted if there are fees outstanding 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 confirmation will be taken to School office.

## **Vacation Care fees**

Vacation Care is offered in January, Easter, July, October and pre-Christmas holidays.

**\$65.00 per day (base rate) Centre Day**

**\$90.00 Excursion Day**

**Prices vary daily depending on program.**

**Vacation Care forms are available on the website three weeks prior to School Holidays and booking period ends one week prior to school holidays commencing.**

Enrolment requires the completion of a Vacation Care form online via "Casual Booking" on MyFamily Lounge payment in full upon booking. CCS will be deducted from the daily cost. Daily cost varies accordingly to daily activities.

## Vacation Care 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 EBASCC yellow t-shirt to excursions. Which is available on the day. **9am for incursions and by 8.00am for excursions.**

**Parents will be required to purchase yellow t-shirts for children to wear on excursions at the cost of \$5 and this will be charged to your account, tshirts are to be taken home at the end of the day and worn on all excursion days.**

## Pupil Free Day fees

**\$65.00 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, i.e. **only** offering Before and After school care. If the school remains open, 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 cost will apply.**

## Cancellation of bookings

The Centre staff must be informed if a place is no longer required ASAP with a **cancellation of attendance form which can be found on the website and forward and completed to [admin@ebascc.com](mailto:admin@ebascc.com) and completed two weeks prior** to cancellation. Otherwise the normal fees will be charged until written notification is made.

**Please note – any cancellations of bookings are a permanent cancellation.** If care is required in the future, your child will be placed on the wait-list.

Attendance cannot be change via Myfamily lounge and must be approved by staff.

## Late collection of children

**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 6:15pm and a parent or any emergency contact person nominated on the enrolment form cannot be contacted, the staff will have no alternative except 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 fee

**\$10 per family per session If the Centre is not informed of a child's absence for Before, After school and Vacation care sessions. Please note- Notification of absence for Before School Care must be given by**

**7:15am, and for After school care must be given before 3.00pm. Cancellation of care for Vacation care must be given before the cut-off date on the Vacation care form. Please note – any absences during vacation care without a Dr Certificate will not be credited to your account.**

## **Fees payment**

Fees are to be paid in advance on a fortnightly or monthly basis; whichever is more convenient for the family. If for any reason you are unable to make timely payments, please discuss this with the Centre Coordinator **as termination of enrolment will result if fees are more than two weeks in arrears**. Reminder notices will be emailed to you by the Administrator when fees are one week in arrears.

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### **The method of payment is via**

**“Debitsuccess” through QikKids (Direct Debit) this is done via the enrolment page on My Family Lounge (please refer to EBASCC terms and conditions).**

**CASH PAYMENTS WILL NOT BE ACCEPTED.** This minimises the security risks to staff and children when amounts of cash are not held on the premises. Receipts will be emailed as per debit request.

**The fees schedule is subject to review each term in relation to total enrolment numbers and may be changed at any AGM with notice given in advance.**

## **Payment of fees**

Fees are to be paid in advance of your child’s weekly attendance. An invoice for the upcoming fortnight will be emailed out to all families at the beginning of each fortnight. Every parents/guardians’ will be debited every fortnight via direct debit.

If a parent/guardian payment fails to pay by the due date a non-payment of invoice fee will apply on their fortnightly invoice through Debit Success: The amount deducted will be 5% of your fortnightly fees.

1. The parent/guardian will be given an Unpaid Fees Notice and a late fee will be levied.
2. If still unpaid by the following week, the parent/guardian will be given an Urgent Unpaid Fees Notice and a second late fee will be levied, as well as a warning of suspension of booking.
3. If still unpaid, a Notice of Suspension will be issued, and the parent/guardian will be advised that their booking has been suspended pending payment and will only be reinstated once payment is settled and/or new Direct Debit details are submitted to the centre. The parent/guardian should make alternative care arrangements for their child during suspension.
4. If the account is left unpaid after suspension, the Director will pass on the account to the Management Committee for approval for the account to be passed onto a debt recovery agency which will incur further recovery costs.
5. Parents will be notified about it if the payment has bounced back.

Parent Entitlements for Child Care Subsidy (CCS) It is the responsibility of the parent/guardian to register for Child Care Subsidy (CCS) on their MyGov account. Information and forms can be accessed from the Family Assistance Office (FAO), through Centrelink, or families can call direct on 13 61 50.

Refer: <https://www.humanservices.gov.au/customer/themes/families>

## **Child Care Subsidy Eligibility**

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

These include:

- The age of the child (must be aged 13 or under and not attending secondary school, except in certain circumstances where an individual may be eligible for a child who does not meet these criteria, such as children with a disability or medical condition in certain circumstances)
- The child meeting immunisation requirements
- The individual, or their partner, meeting the residency requirements listed in the legislation. In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved child care provider, and not be part of a compulsory education program. If parents are not eligible for CCS, and to their allocated hours per fortnight are exhausted, then full fees must be paid.

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

It is the responsibility of the family to check their eligibility with the FAO.

## **Emergency and safety considerations**

In the event of an emergency requiring medical attention for a child, the staff will contact a parent and/or the family doctor and take the child to the medical centre or call an ambulance, depending on the severity of the situation. Paracetamol may be administered if considered appropriate by the Coordinator. While every effort will be made by the Centre to respond immediately to the needs of a child in an emergency, staff must be indemnified from any responsibility for complications that may arise. Staff are trained in First Aid by Hills Training.

## **Programming**

**EBASCC has a separate Kindy to Year 2 (Junior) and Year 3 to Year 6 (Senior) program.**

**The children are separated into two groups while at Ebasc, juniors are at the School Hall until 5.30 and then return to the Centre. Seniors are located at the Ebasc Centre.**

The program is displayed on the Centre notice board located at the entry of the Centre and on a white board at the Juniors area and posted on a white board. The program is implemented and evaluated by staff and

children weekly and learning stories and pictures posted on Story Park. Children and parent suggestions are encouraged via Storypark and by email to [program@ebascc.com](mailto:program@ebascc.com).

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

**Please refer to Terms & Conditions – 8. Other Authorisations.**

Other important documents, policies and procedures, including Child Protection and Anti Bullying policies and can be found on the Ebasc website.

The day to day care of children who attend EBASCC are educated by a qualified Coordinator, Assistant Co-ordinator and permanent staff as well as casual staff who are all employed by the Parent Management Committee.

## **Homework sessions**

The Centre has space for the children to complete homework on afternoons and a large table is free for children to use. Children will not be asked to do homework and families are reminded that individual tutoring by staff is not available. Ebasc is a play-based environment and fun is encouraged.

## **Sustainability**

Our service is committed to ensuring policies and procedures focus on sustainable practices and are developed as part of the program, we try to minimise our impact on the environment and provide children with experiences of the natural world, helping them to understand their place in it and to take every effort to preserve it.

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, including (but not limited to):

1.1 Recycling food scraps,

1.2 Using recycled items in craft activities,

1.3 Recycling scrap paper for use, the child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts. United Nations Convention on the Rights of the Child (Article 31) 13

1.4 Maintaining the vegie garden and using the produce in the EBASCC menu

1.5 Establishing composting or worm farms for scraps;

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,

## **Parent/ Guardians Responsibilities**

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 notify if there is a change of email.
- Parents will be encouraged to organise behaviour plans, if necessary, with staff for their children while attending the Centre.
- Supervision and behaviour management of children at the Centre is the responsibility of Centre staff and expulsion of the child may result if parents attempt to discipline children other than their own.
- Parents are responsible for any costs incurred by their child through intentional/malicious damage to Centre, school or public property.

## **Signing your child in and out**

**Sign out for Junior is at the School hall till 5.30 and Seniors at Ebasc.**

**It is a legal requirement** that all parents, guardians or nominated persons sign the children "in" and "out" each day by the electronic sign in and out. 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. This is most important for the safety of all children, insurance purposes and vital to the efficient running of the Centre. The Centre must be able to account for all children at any time should an emergency arise. iPads will be available in both areas for seniors and junior.

Due to the split area, juniors will then return to the Ebasc Centre at 5.30pm.

New enrolments are to use the Code 0000 when collecting on the first day and then you will be prompted to add mobile number and create a pin.

## **Non-notification fee**

If your child is absent from EBASCC you must notify the Centre via email [admin@yahoo.com.au](mailto:admin@yahoo.com.au) or phone/text 0478 739 977 in order to avoid a \$10.00 call fee charged to your account to check the whereabouts of your child.

PARENTS MUST LET THE CENTRE KNOW AS EARLY AS POSSIBLE IF YOUR CHILD AND OR CHILDREN ARE NOT GOING TO ATTEND A BOOKED SESSION. Note: Do not pass on a message with a sibling OR rely on the School office to advise the Centre. Notification can ONLY be accepted by the parent/guardian who has made the booking.

## **Contact details**

It is the responsibility of parents to ensure that all contact details are correct and up to date. Any changes can be submitted via online on MyFamily Lounge. Please note this is the parent's responsibility.

## **Parent Committee**

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, please contact the Centre Coordinator for more information. Thank you.***

## **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 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@yahoo.com.au](mailto:admin@yahoo.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: [ececd@det.nsw.edu.au](mailto:ececd@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 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](mailto:manger@ebascc.org)

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

## **Parent/ Guardians Responsibilities**

### **Medication**

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 used by date and be clearly labelled with the administering instructions and an Action plan with photo.

### **Child Medical action plan**

If your child has, asthma, anaphylaxis or any other medical condition please notify the Coordinator immediately and submit a medical action plan.

**IT IS A REQUIRMENT THAT EBASCC IS PROVIDED WITH THE CHILD'S ACTION PLAN AND MEDICATION AND THE STAFF WILL MAKE A RISK MINIMASATION 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.

## **Sun Safety policy**

**"No hat, we play in the shade today!"**

The aim of the Sun Safe policy is to promote among children, staff and parents/caregivers:

- Positive attitudes towards skin protection
- Lifestyle practices
- Personal responsibility for and decision making about skin protection
- Awareness of the need to reduce levels of exposure to the sun

EBASCC staff will encourage children to:

- Wear hats
- Use sunscreen SPF30+ Broad-spectrum which will be supplied by Centre
- 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 or any other infection diseases. A doctor's certificate will be requested when the child returns to the Centre in line with Health Department Guidelines.

When information is provided about an outbreak of an infectious disease, the information will be 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.

## **Covid Policy**

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## **Head lice**

Head Lice outbreaks occur in Child Care Centre's. 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 to 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.

## **Children's Responsibilities**

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.

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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:

## **Children's Rules**

Children must stay within the school and within EBASCC boundaries as indicated by orange cones or nominated staff.

Children are to stay within their age group area i.e. Junior or Senior unless given special permission to.

Children must be accompanied by a staff member when going to the toilet or bubblers.

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

Shoes must be worn at all times.

Bad language and inappropriate behaviour will not be tolerated at any time.

Consistently bad behavior may result in

Expulsion from the Centre.

Respect EBASCC staff at all times.

Respect EBASCC property at all times.

Respect other children's belongings and be kind and tolerant of others.

Any intentional or malicious damage to the Centre, school or public property incurred by a child at the Centre will not be tolerated. Any repairs or cost of replacement are sole responsibility of the parents. Parents should ensure that their children are aware of and understand these requirements before enrolling them at EBASCC

**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 are encouraged to talk to staff in regards to any issues and concerns they have."**

**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.**

At EBASCC we guide children in developing the understanding that they are responsible for their own actions and while at the Centre and in life there are consequences to inappropriate actions and behaviours.

Ultimately, our Centre aims to foster inclusion, not exclusion. If the aforementioned courses of action fail and every attempt has been made to ensure that all children's rights are maintained (as per the UN Convention on the Rights of the Child which is displayed in child friendly language at the Centre) then the child may be suspended from the Centre. If following suspension and an extensive behaviour management plan is not followed then and only then will the child be permanently excluded from the Centre.

Incident forms are completed by staff in collaboration with children and parents are informed of incidents upon arrival to collect their child.

Discussions are held with parents on arrival at the Centre, away from other parents and children. Parents are then given the opportunity to express their thoughts concerning the issue and asked to sign the incident form for the Centre's records.

When an incident occurs at the Centre, staff ensure that all children are safe, medical attention and first aid is applied when necessary, and children

are comforted and supported. Following an incident- regardless of its severity- children are moved to a quiet, safe area and questioned as to their understanding of events and why such behaviour is inappropriate.

Consequences of inappropriate actions and decisions are explained in a developmentally appropriate manner. Children are involved in an open mediation conference with a supervisor to ensure that all children's opinions and version of events are recognised. Following such discussion children are given time to reflect and are diverted to participate in an alternative activity. We believe that this is an effective means of ensuring that all children's views are respected and valued.

If similar incidents continue, behaviour plans are developed and all necessary practices are put into place to avoid the behaviour from continuing. Staff will then talk to school teacher(s) and principal, refer parents to school counsellor and/or other agencies. A staff member is assigned to an individual child in order to implement and consolidate behaviour plans, daily behaviour evaluations are completed by child and staff

member, and a daily communication book is developed and used as a communication tool between staff and parents. This book is then sent home every night and over weekends to bridge the gap between Centre

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## **Centre Policies**

**Below is a summary of our Policies. For more detail, please see the policy section noted below. Parents and families are welcome to read the EBASCC Policy and Procedures manual in detail.**

### **Nut Free Policy**

EBASCC is a **Nut Free Centre** and does 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 etc.)

### **Medications/First Aid**

The Centre will ensure at all times that at least one educator who holds a current first aid qualification will be in attendance every session and be available in an emergency.

A fully stocked and updated first aid kit will be kept in a designated area in the Centre. This will be easily accessible to all staff.

Educators will document any first aid treatment given in the first aid log book. Serious injuries will be recorded in the incident/injury book. The account will be completed ASAP after the incident. If possible, when we notify the parent/guardian in person, we will ask them to read and sign the record. The Regulatory Authority will be notified of any serious incident, injury or trauma.

Children are to sanitise hands when arrive at service and 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.

### **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 understand how to keep themselves safe in an emergency.

### **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 majority of food will be in the form grains, cereals, fruit and vegetables with sweets available only occasionally. High standards of hygiene will be maintained throughout all food preparation. When parents are required to provide food during Vacation Care they are encouraged to provide their children with food that is healthy and preferably not wrapped in plastic.

### **Please note EBASCC is NUT FREE**

## **Child Protection**

All EBASCC staff have a “duty of care” towards the children in the Centre. All staff are required by law to have a Working with Children Check. Staff are Mandatory Reporters to The Children’s Guardian.

It is parent responsibility to ensure children are aware they must attend extra-curricular activities and cooperate with staff in leaving the service and returning on time.

If for some reason there is inadequate staff at the centre, parents will be informed and other arrangements for taking the children out of school grounds will need to be organised.