



# Parent Handbook 2022

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## **Welcome**

The staff, families and children of Sylvania Heights Before and After School Care would like to welcome you to the service. We hope that you and your child find the time with us a happy and rewarding experience. We understand that new children to the service may find BASC a daunting place, and we open our doors to welcome you to bring your child to the Centre to allow them to become familiar with the staff and routines. If you would like to make an appointment for an orientation visit, please phone the Director on 9522 7595.

## **General Information**

The Centre is a not-for-profit organisation operated by a number of qualified staff and a volunteer Parent Management Committee.

Located in the grounds of Sylvania Heights Public School, the service provides before and after school care for children who currently attend Sylvania Heights Public School. During Vacation Care we welcome children who attend other schools in the local area as well.

The aim of before and after school care is to provide a quality recreation program for children who require care at the beginning and end of the school day. It is our hope that we can work co-operatively with parents to ensure that the program meets the needs of both the children and their parents.

During the school holiday periods Sylvania Heights BASC provides a Vacation Care Program. The staff from Before and After School Care also operate the Vacation Care program, which is held at Sylvania Heights Public School in the BASC building.

Sylvania Heights BASC can accommodate up to 120 children during BASC sessions. These places are made up of both casual and permanent bookings and limits are strictly enforced.

During Vacation Care the service can accommodate up to 120 children per daily session except during certain excursion activities where places may be limited. Should you wish to know more about the Vacation Care Program please do not hesitate to visit our website (<http://www.sylvaniaheightsbasc.com.au/>).

## Philosophy

At Sylvania Heights BASC we believe a quality environment for children is one which promotes a child's self-esteem and competencies and where staff feel comfortable and confident in their roles (*My Time Our Place, Learning Outcomes 1 & 3*).

Our staff members are dedicated to supporting children develop a positive self-esteem, and a positive attitude to learning and interacting with others (*My Time Our Place, Learning Outcomes 4 & 5*). We aim to reflect an inclusive approach to develop positive gender, racial, cultural, class and individual identities (*My Time Our Place, Learning Outcome 2*).

At Sylvania Heights Before and After School Care our Centre philosophy guides us to:

- provide high quality care for all children in a safe and healthy environment
- encourage open communication between families, staff, children and the community
- provide a balance of structured play and learning experiences as well as allowing children to play freely
- welcome all individuals and families, respecting all family structures and cultural backgrounds.

## Sylvania Heights Before & After School Care Parent Management Committee

A voluntary group of parents operates the Management Committee of Sylvania Heights BASC. The Committee decides matters of policy, fees, staffing and all matters relating to the running of the Centre. This Committee meets each term and as required. The Sylvania Heights BASC Management Committee delegates the day to day responsibilities to the Centre Director.

Parents with any problems, suggestions or queries are encouraged to put these in writing, addressed to the Honorary Secretary of the Sylvania Heights BASC Management Committee and this correspondence will be presented at the next committee meeting.

If you would like to join the Management Committee or talk to one of the current members, please contact the Centre on 02 9522 7595 or send an email addressed to the Parent Management Committee to [shbasc@tpg.com.au](mailto:shbasc@tpg.com.au). Any parent with queries or suggestions should address these in writing where possible with the Centre's Director or Management Committee.

### Service Administrators

A Service Administrator (Becklyn Pty Ltd) is employed to handle all financial administrative matters. The Administrators can be contacted during business hours on 02 9878 2651 or by email at [info@becklyn.com.au](mailto:info@becklyn.com.au).

## Hours of Operation

The Centre is open from 7:00am to 9:25am and 3:25pm to 6:00pm during public school term times. Staff are in attendance at the Centre from approximately 7:00am until 9:30am during the morning sessions and between the hours of 2:30pm until 6:00pm in the afternoon. Before the school day finishes, staff spend time preparing afternoon tea, organising the craft, games and activities for the session and ensuring that the Centre is clean and safe.

During School Holidays the Centre runs a Vacation Care Program and is open between 7:00am and 6:00pm.

The Centre is closed on all NSW Public Holidays and usually for approximately 2 weeks over the Christmas / New Year time frame.

## CCS & Absences

CCS will continue to be paid for up to 42 absences for all types of approved childcare, per child, per financial year. Absences are counted on a per day (or part day) basis i.e. where a child is away for one out of two sessions on a day, 1 absence will be recorded.

Once these 42 days have been exceeded, families may be entitled to CCS payments for further additional absences in certain circumstances. More information regarding these “Additional absences” can be found at:

<https://www.education.gov.au/new-child-care-package-frequently-asked-questions> - in the expandable absence section. In shared care arrangements, the allocation of 42 absences per financial year relates to the child, not each individual claimant. Any additional information may be found on this link below.

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

## Staff

Our Educators are very valuable to us at Sylvania Heights BASC. They each bring an extensive and individualised history of working within the program and a great deal of practical experience with children. Our staff have a variety of qualifications from Degrees, to CPR & First Aid, Child Protection and Asthma and Anaphylaxis certifications. An extensive list is available via the Staff Profiles displayed at the Centre entrance.

## Medication

In line with the Education and Care Services National Law and Regulations, we are only able to administer medication to your child if:

A Parent / Guardian or an authorized nominee with permission to consent to administration of medication has completed a “Permission to Administer Medication Form” including details of time and dosage.

The medication is in its original container and is prescribed for that child.

The medication is before its use-by or expiry date.

A second staff member witnesses the dosage and administration of the medication.

Non-prescription medication will only be given if accompanied by a Doctor’s Certificate stating the dosage and the time to be administered.

In the case of an emergency, medication may be administered with the permission of a registered medical practitioner or medical emergency services should a parent be non-contactable. In the case of an asthma or anaphylaxis emergency, medication can be administered without any authorization. IF this was to occur, the child’s parent and emergency services would be contacted as soon as possible following administration.

### **Asthma / Allergy / Anaphylaxis Action Plans or Medical Management Plans:**

Parents (in conjunction with the Medical Practitioner) of any child with asthma, allergies or anaphylaxis are required to complete an ASCIA Asthma, Allergy or Anaphylaxis Action Plan prior to their enrolment being confirmed. This plan will advise the staff of the actions they should take should your child become unwell with an allergy, asthma or anaphylaxis. Parents of Children with specific healthcare needs may be required to submit further details, or a Medical Management Plan prior to their enrolment being finalised.

## Breakfast and Afternoon Tea

Breakfast is provided for children attending Before School Care and is served each morning from 7:00am until 8:15am. Afternoon tea is provided for all children attending After School Care. Families provide morning tea and lunch during Vacation Care, unless otherwise stated in the Vacation Care Program.

We aim to provide nutritious and varied breakfasts and afternoon teas for the children attending the Centre.

Information regarding menu selections is available for parents to access at the Centre. Consideration is given to children with special dietary needs and the afternoon tea provided is adjusted based on any special needs.

Frequently an afternoon activity will include cooking a range of healthy, multicultural foods. On special occasions such as birthdays, children will cook foods like cakes and biscuits. Children are able to consume these during the afternoon or take them home. Cooking is a favourite activity and is included in our weekly programming.

## **Daily Program**

We aim to provide daily routines that meet the needs of individual children and to implement an open-ended program based on children's continuing interests. This allows opportunities for children to play, explore and develop new skills and theories and is appropriate to the developmental and leisure needs of the children. Children are encouraged to participate in this process by completing surveys and speaking with staff. The current week's program can be viewed on the notice board at the Centre as well as on the Centre's website. Below is a typical day at the Centre.

### **Morning Session**

7:00am Centre Opens, breakfast is served and free play begins, along with the provision of programmed activities.  
8:15am Breakfast finishes  
8:45am Morning craft is packed away and clean up begins  
8:50am Roll Call and headcount procedures are implemented  
9:00am Children are released to walk to the school playground (supervision is taken over by teachers).  
9:25am Centre Closes.

### **Afternoon Session**

3:25pm Children walk to the BASC room, wash hands and split into 3 roll call groups (k-1, 2-3, 4-6)  
3:30pm Children's names are marked off the roll during roll call and daily announcements are made. A headcount is performed to ensure all children are accounted for, and parents are phoned for any missing children.  
3:30pm Afternoon tea is served.  
4:00pm Children can do homework, quiet craft or reading activities inside. Outdoor area is opened for free play or implementation of structured activities.  
5:30pm Pack up indoor and outdoor areas  
5:45pm Children can participate in a group activity or quiet activities such as board games, reading, drawing,  
6:00pm Centre closes

## **Conditions of Enrolment**

The Management Committee and staff aim to provide a quality, caring and safe Before School, After School, and Vacation Care Program for your child/ren.

**The Committee seeks your cooperation by complying with the conditions set out below. Your agreement to the Terms and Conditions during the online Enrolment Process indicates your acceptance of these conditions:**

The Online Enrolment Process must be completed via the Centre webserver (accessed through [www.sylvaniaheightsbasc.com.au](http://www.sylvaniaheightsbasc.com.au))

The Behaviour Agreement and Enrolment Permissions must be completed prior to acceptance / approval of the family enrolment

All children who attend Before and After School Care must be booked in via the Centre or through the webserver. Children not booked in for an afternoon session will be redirected to the school office.

Accounts in arrears may incur overdue fees, or cancellation of bookings and/or enrolment.

Casual use of the service is dependent on whether there are spaces available on the days required.

Children must be signed in for morning sessions and out at the end of the day when they are collected from the Centre, according to Legislated requirements.

If children are not attending the service for whatever reason on a day they are booked, the Centre must be notified. Failure to notify of non-attendance may result in the charging of a non-notification fee.

Only those persons listed as an Authorised Nominee will be able to collect children. Authorised Nominees must be added to the parent account through the webserver to ensure they are issued log in details. In an emergency email or

verbal permission may be accepted. The person collecting your child will need photo ID. If someone is prohibited from visiting the Centre or collecting your child **THIS INFORMATION MUST BE INCLUDED AS PART OF THE ENROLMENT PROCESS**. A copy of any relevant court orders must be provided.

The Centre closes at 6:00pm. A late fee of \$10.00 for the first 10 minutes (or part thereof) after 6:00pm, then \$5 for every 10 minutes (or part thereof) will be charged for children who are collected late. Late pick up fines are calculated on the spot & are determined by the clock at the service.

The program cannot cater for children who are unwell. If a child becomes ill whilst in care, staff will notify parents and the child is to be collected as soon as possible afterwards. Please ensure all contact numbers are current.

Details of any medical conditions, special needs or family circumstances that may assist staff in working with your child are to be included in the child information as part of the Enrolment process. All changes to Enrolment Information must be provided to staff at the Centre and to the Director of Before School, After School/Vacation Care.

If a child's behaviour is such that it endangers the safety of themselves, other children or staff your child's attendance will be reviewed in consultation with the parents.

Non-compliance of any of the above conditions will result in the attendance of the child/ren at the Centre being reviewed.

## Bookings, Fees & Charges

The Management Committee is responsible for setting the fees for the program. On an annual basis the Committee will review the fees charged in the Before School, After School and Vacation Care Services. Any proposed changes will be identified in Newsletters and at general meetings of the Committee. Fees will be set on an annual basis.

### **Membership Fees - \$25.00 Per Family Per Annum**

A membership fee is charged per family whether the child is to be a permanent or casual. The Centre cannot be used until this payment is made.

#### *Attendance Fees Per Child:*

##### Permanent

Before School Care: \$14.00

After School Care: \$16.00

##### Casual

Before School Care: \$17.00

After School Care: \$19.00

### **Vacation Care**

Days are priced independently due to activities taking place. Please refer to the Vacation Care program for prices and cut off times, as well as any late booking fees.

### **Permanent Bookings**

If a child is to attend the Centre on a regular basis a permanent booking is required. A permanent booking must be paid for whether or not the child attends. There is a small discount (relative to the casual booking rate) for booking your child/ren on a permanent basis. A booking must be in place for a minimum of 2 weeks for it to be considered a permanent booking.

Permanent bookings falling on a public holiday are non-chargeable.

To cancel a permanent booking, the cancellation must be made via the Centre webserver by 9am on the Friday prior to the booking cancellation taking place. A permanent booking must be cancelled for a minimum of 2 weeks. *If a cancelled booking is rebooked within two weeks, all the fees from the day of cancellation to the new commencement must be paid in full prior to the new booking being accepted.*

## ***Transfers***

Transfers from one day to another are available for the same session and within the current week. Families must advise the Centre prior to the first booking change for the week taking place.

## ***Casual Bookings***

If a child is to attend irregularly or occasionally, then a casual booking may be made. This must be made via the Centre webserver by midday on the day prior to the booking. The webserver can be accessed by a button on the homepage [www.sylvaniaheightsbasc.com.au](http://www.sylvaniaheightsbasc.com.au)

Casual bookings may be cancelled online up to midday the day prior to the booking taking place. Cancellations after the commencement of the session will be considered absences, and charged. Casual bookings will not be accepted if fees are outstanding for prior bookings.

## ***Pupil Free / Strike Days***

During any term, there is a possibility of Industrial action by the Teacher's Federation and Pupil Free Days. There will be no charge for permanent bookings that choose not to use the Centre on these days. The Centre will only operate if there are sufficient staff and numbers.

## ***Absenteeism***

If your child will not be present at a pre-booked session, whether a casual or permanent booking, you must let the Director know to avoid unnecessary confusion, concern and a non-notification fine.

All permanent bookings will be charged whether or not the child attends the session. A roll is called at the beginning of each session to make sure all children are present. Staff are under instruction to carry out a search for any child not reported absent and not present at roll call. Failure to notify of non-attendance, may also result in the Police being phoned, should the parents or authorised contacts be non-contactable.

## **Payment of Fees**

Sylvania Heights BASC is a cashless service.  
Payment is accepted only via Ezi-Debit

## ***Paying by Ezi Debit***

Ezidebit allows parents to pay their OSHC fees automatically, electronically and occurs after the issue of the Centre's account/statement whereby the amount outstanding is direct debited. Please refer to the website for more information regarding Ezi Debit.

**All Families completing their enrolment for 2022 will be required to sign up to Ezidebit as a condition of their enrolment.**

## ***Parent Statements***

Once a fortnight, parents will receive the previous fortnights' Invoice / Statement of usage details via their nominated email address. Where there is an uneven number of school weeks in a school term, the statement with the final week's charges will be emailed as a single week cycle.

The Centre will not take responsibility for email addresses incorrectly advised. Parent / Guardian email addresses can be changed via the Centre Webserver.

All families with Ezidebit payments will have their nominated bank account/credit card debited two days following statements being emailed.



### ***Non-Payment of Fees***

Non-payment of fees may result in the cancellation of bookings. Families are encouraged to review the Centres Fees policy for more information.

Any family experiencing financial difficulty should advise the Centre Management Committee directly or via the Centre Director or Coordinator. All matters relating to financial difficulty will be kept strictly confidential.

### ***Late Pick Up Fees***

The Centre closes at 6:00pm. A late fee of \$20.00 for the first 10 minutes (or part thereof) after 6:00pm and then \$10 for every 10 minutes (or part thereof) will be charged for children who are collected late. Late pick up fines are calculated on the spot & are determined by the clock at the service.

Parents should advise the Centre when they will be late to collect their child. If a child is not collected by 6:30pm and no contact can be made with the parents or emergency contacts then the staff have no option but to phone the Police, who will contact the Department of Community Services. If a parent continues to collect their child after 6:00pm, the Coordinator will need to discuss alternative options with them, and suitable arrangements made or the child's place at the Centre may be suspended or cancelled.

### **Emergency Evacuation Policy**

The Centre has an emergency evacuation / lockdown procedure, which is displayed on the door for all to see. A routine emergency evacuation will be carried out every session at least once a term.

### **First Aid Policy**

The Centre has a First Aid Policy that is available for parents and staff to view.

Parents will be informed of any accidents and will be asked to sign the incident / injury / trauma / illness form. A copy will be offered to the parent or carer and the original stored with the enrolment form

Parents/Carers will be contacted if staff believe a child needs further medical treatment. Should staff be unable to contact parents/carers, it will be at the discretion of the staff whether an ambulance is called to take the child to hospital.

### **Sun Protection Policy**

The Sylvania Heights BASC staff strictly enforce a "No Hat, No Sun Play" Policy. The Centre staff WILL insist on all children being appropriately protected against the sun, especially during the summer months. Parents should inform their children of the need to protect their skin against the sun by wearing hats and using sunscreen. If a child forgets their hat, they will be instructed to wear sunscreen and remain in the shade. Children will apply sun cream as they leave for school in the mornings and before outdoor play in the afternoons. If your child has sensitive skin, please advise staff and supply an appropriate sun protection cream.

### **Complaints and Compliments**

We believe that parents have an important role in the Centre and we value their comments.

We aim to ensure that parents feel free to communicate any concerns they have in relation to the Centre, staff, management, programs or policies, without any negative consequences. Our priority is to do everything possible to improve the quality of the service. If you wish to comment on any aspect of the service, first talk to either the Director at the Centre or address this in writing to the Honorary Secretary of the Management Committee.

## Policies, Procedures and Guidelines

A series of policies, guidelines and procedures for the service have been developed. These policies, procedures and guidelines are reviewed on a regular basis to ensure that they are kept up to date with community expectations. We hope that you will take the opportunity to comment on these if you are asked or if you feel that some aspect is inappropriate.

A copy of this document is available at the Centre for parents to view.

## Legislation for Out of School Hours Care

On 1 January 2012, the National Quality Framework (NQF) was established, applying to most long day care, family day care, preschool (or kindergarten) and outside schools hours care services in Australia; consisting of key requirements that will be phased in between 2012 and 2020, including staff qualifications, educator-to-child ratios and other key staffing arrangements.

### National Quality Framework (NQF)

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

**a national legislative framework**

**a National Quality Standard**

**a national quality rating and assessment process**

**a new national body called the Australian Children's Education and Care Quality Authority.**

### National Quality Standard

The National Quality Standard sets a new national benchmark for the quality of education and care services. The National Quality Standard is divided into seven Quality Areas:

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

### **The National Quality Standard aims to promote:**

The safety, health and wellbeing of children

A focus on achieving outcomes for children through high-quality educational programs

Families' understanding of what distinguishes a quality service.

### **National Quality Rating and Assessment Process**

Approved Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.

Assessments for existing services will commence from mid-2012. The National Quality Framework replaces the National Childcare Accreditation Council.

For further information, please visit: [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Privacy and Confidentiality

All information provided to the Centre staff will be kept confidential as per the Privacy Act and only provided to those necessary for the provision and administration of the Centre, or when required to do so under law.