

# Renmark Outside Hours Care

## Welcome

We welcome you to the Renmark outside School Hours Care Program, and look forward to working with you to provide the best possible care for your children. The Renmark OSHC program is located at the Renmark Primary School. Before and After School Care, Student Free Days and Vacation Care are all held in Room 9. Renmark Outside School Hours Care is operated by the Renmark Primary School. Renmark Outside School Hours Care is available to the children of parents who are working or studying, children with special need

## Our service aims to provide

A service that makes children their first concern.

A quality childcare service that meets the needs of children, parents and the community.

An environment in which children can feel physically and emotionally safe.

A service that treats everyone politely and considerately, and respects the right of parents and children to be fully involved in decisions about their care.

Recognition that each child is unique, and worthy of respect.

A program that is inclusive of all, and does not discriminate on the grounds of race, religion or culture.

A program that is non gender biased.

A wide range of stimulating and enjoyable experiences that will enhance their physical and intellectual skills.

A flexible service that is responsive to the changing needs of the community.

Staff that keep their professional knowledge and skills up to date and that recognise the limits of their professional competence.

Staff that work with colleagues in ways that best serve the children's interests.

## Opening Hours

**Before School Care: 6.30 - 8.30 am**

**After School Care: 3.30 - 6.30 pm**

**Vacation Care and Pupil Free Day: 6.30 am - 6.30 pm**

**Early Finish: As needed in line with Renmark Primary  
Finishing times**

## Attendance & Collection of children

**Only** those people listed on the enrolment form will be able to collect your child. If someone other than those registered on the form is to pick up your child, written authorisation and identification will be necessary.

**Please inform staff when you pick your child up. All children must be signed in and out of the service.** If needed, children arriving by bus can be picked up by a staff member, as can Junior Primary School children. Children must be collected by closing time (unless by prior arrangement). If a child has not been collected by then, staff will attempt to contact parent/caregiver/emergency contact person. If no contact has been made within half an hour, the police and CYFS will be notified. Please contact the Director beforehand if your children need to leave the program in order to attend sports practice, Dentist etc.

## Mandatory Reporting

Our service is committed to the prevention of child abuse and neglect. All of our staff are mandated notifiers and are obliged by law to report and suspicions of child abuse and or neglect.

## Programming

MTOP (My Time, Our Place) is the Framework designed to follow for school age care educators working in partnerships with children, their families and the community. The Framework is linked to the Early Years Learning Framework which focuses on children birth to five years. Our program focuses on leisure and recreation. We have sport, art and craft, and games equipment available to the children at all times. The children may take part in both indoor and outdoor activities. A quiet area is also available for children to spend time on their own, or to complete homework if they wish. The children are encouraged to choose their own activities.

## Behaviour Management

The Renmark Outside School Hours Care Program aims to foster and enhance children's decision-making, problem-solving and self-help skills. We promote positive communication with children and adults as well as respect for property and equipment. There is both an implicit and explicit expectation that all staff will provide positive practices that will lead to children taking responsibility for their own actions and decisions.

A Copy of our behaviour guidance policy is included in our enrolment pack and will be discussed at the time of enrolment.

## Grievance Procedures

### Parents/Caregivers & Community Members:

Renmark OSHC is a community-based program relying heavily on the needs and expectations of the community it serves. Evaluation of the program is ongoing and concerns and criticisms are taken seriously. If there is a concern about an issue parents/caregivers have a right to be heard. There are several avenues that may be taken when needing to air a concern:

- Speak directly with the Director
- Speak directly to the staff member
- Ask a staff member to relay the concern to the Director
- Ask the Director or a staff member to relay the concern to the Management Committee
- Speak directly with a member of the Management Committee
- Ask to attend a Management Committee Meeting to explain the grievance
- Write a letter to be read at a meeting of the Management Committee.

The Management Committee or the Director will inform the person of the decision reached.

**Confidentiality and anonymity will be respected.**

## Nutrition

Renmark OSHC believes that children's eating practices affect their physical growth, ability to learn, overall behaviour and well-being. Therefore, we will provide food that is nutritious and varied, and which is based on the Australian Dietary Guidelines for Children and Adolescents.

### **NUT FREE ENVIRONMENT**

**We are strictly a NUT FREE service! Please ensure you DO NOT send your child to OSHC with food that contains nuts. We have children attending OSHC who are highly allergic to all nuts.**

## Sun Safety Policy

Renmark OSHC practices "sun smart" procedures in order to minimise the risks of skin cancer or other skin damage. We have a sun safety policy, and parents are asked to send a suitable hat. Children without hats will have to play in the shaded areas only when outside. When swimming, children must also wear a top that covers their shoulders.

## **Illness and emergency accident procedure**

**A child who has a contagious illness must *not* be sent to the service.**

If a child becomes ill while in our care the parent/caregiver, or a contact person will be informed, and arrangements made for the child to be collected.

In the event of a serious accident, appropriate action will be taken, and parents will be notified as soon as possible. Parents will be responsible for all medical costs.

If your child needs medication, please let the staff member on duty know. All medication must be in named containers, with the dosage on it. Parents need to sign a permission form to allow staff to administer it. If your child has Asthma they will need to have a current Asthma care plan, please speak to a staff member if you have any questions.

## **Parent Advisory Committee**

This allows participation in decisions which will affect your children. In this way parents can feel confident that their children are receiving the care that is relevant to their needs. All parents are always welcome to give their ideas to staff, the Committee or the Director at any time. Every contribution and all Participation is gratefully received.