

# COLONEL LIGHT GARDENS PRIMARY SCHOOL

Service Address: Windsor Avenue, Colonel Light Gardens, SA 5041

Email: [oshc.clgps629@schools.sa.edu.au](mailto:oshc.clgps629@schools.sa.edu.au)

OSHC Mobile: 0403 444 518

## OUT OF SCHOOL HOURS CARE PARENT HANDBOOK 2021



### Welcome

The Colonel Light Gardens Out of School Hours Care (OSHC) team would like to welcome your family to our service. We aim to provide high quality care to all school-aged children at Colonel Light Gardens Primary School and the wider community in a safe, welcoming, happy, fun and inclusive environment.

**Tammy Hawrylkiw**

Out of School Hours Care Director

### Acknowledgement of Country

We acknowledge and respect the traditional custodians whose Ancestral lands we are on. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country.

## Our Philosophy

Colonel Light Gardens Primary School OSHC believes in providing quality care in a safe, welcoming, happy and fun environment.

Through the context of play we cater for children's emotional, physical and intellectual well-being. We offer a wide range of social-learning experiences, stimulating recreational and educationally appropriate activities for primary school aged children, both organised and spontaneous.

Our service strives to create an environment which fosters co-operation, care and respect for oneself and others, and where all children, families and staff are treated as equal and valued individuals.

We acknowledge that the children and parents who use the service come from a diverse range of backgrounds, and therefore offer programs and services that are inclusive for all individuals and families within our community. Continuing collaboration with our school and wider community contributes to the quality care and inclusion within our service.

Sustainability is an integral part of our OSHC environment. We promote sustainable practices and encourage children's awareness and respect for our environment.

Our service functions most effectively when there is a positive working partnership between all stakeholders including school, management, staff and community who are committed to continuous improvement.

## Service Information

Colonel Light Gardens Primary School OSHC is a non-profit organisation that is licensed for **140 children**. The operational management of our OSHC and Vacation Care service is conducted by a sub-committee of the Colonel Light Gardens Primary School Governing Council (OSHC Advisory Committee). Membership consists of representatives from school leadership, governing council, OSHC staff and parents. We welcome all OSHC parents to attend OSHC Advisory Committee meetings. They are held on Wednesday evening at 6pm in week 5 of each term. We value your input into our OSHC service and we would love to see you there.

## Service Approval Number: SE-00010257

## Opening Times

Before School Care: (Breakfast until 8:15am)	7:15am until 8:45am
After School Care:	3:15pm until 6:15pm
Vacation Care:	7:15am until 6:15pm
School Closure/Pupil Free Days:	7:15am until 6:15pm

## Fees

### OSHC Costs per child;

Before School Care:	\$11.94
After School Care:	\$17.32

Pupil Free Day/School Closure Day	\$60.83
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### Vacation Care Costs per child (No half sessions);

Full Day Incursion	\$48.14
Full Day Excursion	\$60.83

*\*These fees are before the Child Care Subsidy (CCS) has been applied.*

## Contact Information

Mobile:	0403 444 518
Fax:	8374 1038
Email:	<a href="mailto:OSHC.CLGPS629@schools.sa.edu.au">OSHC.CLGPS629@schools.sa.edu.au</a>
OSHC SeeSaw	see OSHC staff for details
School Website:	<a href="https://clgps.sa.edu.au/oshc/">https://clgps.sa.edu.au/oshc/</a>
Fully Booked:	<a href="https://clgpsoshc.fullybookedccms.com.au/family/login">https://clgpsoshc.fullybookedccms.com.au/family/login</a>
Director:	Tammy Hawrylkiw
Assistant Director:	Mark Bennett

## OSHC Staff

Chloe Smith	Laura Coleman	Josh Martin
Ella Hadley	Manon Ryan	Kheeli Harris
Gayle Crisp	Mara Norris	Sharee Grimshaw
Imogen Dwyer	Marg Lannan	Sophie Helbig
Kat Redford	Matthew Rule	Jasper Clark
Kimberley Haines		

## Child Care Subsidy (CCS) for reduced fees

The Australian Government provides child care subsidy to help with the cost of childcare. To be eligible for the Child Care subsidy you need a myGov account linked to Centrelink. Families are required to complete the online Child Care Subsidy assessment via the [myGov](https://my.gov.au) website prior to starting at the Service. This will determine your eligibility and level of Child Care Subsidy entitlement.

On enrolment you will need the CRN of the person (account holder) linked to the child, along with the child's CRN to ensure that you will receive the correct subsidy.

It is your responsibility to ensure that your CCS details are up to date and correct. Visit [www.education.gov.au/childcare](http://www.education.gov.au/childcare) for more information.

## Cancellation Policy

If your child is not going to use the OSHC or Vacation Care service, you must cancel online using "Fully Booked" 48 hours before your booked attendance. The only exception is if your child is ill and has a doctor's certificate; however, the service still needs to be notified by 9.00am on the day. If 48 hours' notice is not given or a doctor's certificate is not supplied you will be charged.

**Vacation Care: a cancellation fee of \$20 per day will still apply to all excursion days whether cancelled in time or not.**

## OSHC Closing Time & Late Fees

Our OSHC service closes at 6:15pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:15pm. A late fee of \$4 for every 5 minutes is incurred for each child collected after 6.15pm and will be added to your next account.

## Accounts

Accounts are emailed to parents on alternate Tuesdays and direct debited on the following Thursday from parents nominated accounts with CCS already removed. If the balance is in brackets this means your account is in credit. When a payment is received, a receipt date and amount will show on your account. We encourage parents to check their statement each fortnight to ensure they are receiving their correct Child Care Subsidy.

## Payment of Accounts

Payment method is by direct debit fortnightly from your nominated account on "Fully Booked". You must submit your direct debit details when you create your online account. Please ensure your direct debit details are current otherwise you will incur a dishonour fee.

**Families may not access the OSHC/Vacation Care Service if an outstanding debt reaches a total of \$250.00.**

## Enrolment Information

Prior to commencing at our Service, you will be required to create an online account using "FULLY BOOKED" including health and medical information and permissions and consents. You must have three emergency contacts and bank or credit card details, as payment of accounts must be made via direct debit.

1. Use the link on the CLGPS website – parent information – OSHC  
<https://clgpsoshc.fullybookedccms.com.au/family/login>
2. Create an account including any health information, photo permissions plus much more. You are required to have three emergency contacts and you must enter bank or credit card details, as payment of accounts must be made via direct debit. Once you have created an account, you will need your and your child's CRN which can be found on your myGov Centrelink account. You will also need to upload a copy of your child's immunisation details, which can be found on your myGov Medicare account.
3. Select your required bookings. Remember you can cancel online at any time giving 48 hours' notice and you will not be charged.

# Extra-Curricular Activities

This policy outlines the requirements for registering students at OSHC when undertaking extra-curricular activities and the associated fees charged. This may include school sports, Taekwondo or band practice.

**Rationale:**

The OSHC staff have a duty of care for all students who use the service. This means that when children are booked into the service, the staff must know their whereabouts and ensure the safety of all students in their care. The following procedures have been developed to facilitate the care of OSHC children participating in extra-curricular activities.

1. Parents must notify the OSHC Director of the day and time of their child’s activity in writing by completing the attached form (preferably a week before the commitment begins).
2. All children must come to OSHC to be signed in before going to the activity.
3. Children must report back to Director or Assistant Director on their return to acknowledge their return and be signed in again. Children then collect their afternoon tea.
4. The normal OSHC fee will apply from 3:15pm (i.e. inclusive of their commitment time).
5. If the sports session is cancelled these children will be expected to attend their normal OSHC session.

NOTE: If you choose to *cancel* your child’s booking at OSHC due to their extra-curricular commitment, their position for those nights could be allocated to another child if required. This means that if the activity is cancelled on a particular afternoon, your child’s care will be *your* responsibility. OSHC may not have the capacity to care for your child if the service is full.

(CUT OFF AND RETURN) .....

CHILD’S NAME: .....

PARENTS & GUARDIANS

I,..... understand the policy and procedures regarding OSHC and extra-curricular sessions, and give permission for my child to attend the following activity ..... (name of activity) on ..... (day of the week) during Term(s) ..... at ..... (place for the activity) between the hours of ..... under the conditions set down in the policy.

Parent/guardian’s signature: .....Date: .....

## Daily Routines

The daily OSHC and Vacation Care programs incorporate regular routines which are carried out by children on an individual basis and collaboratively. Routines are established to enhance children's learning opportunities i.e. spontaneous learning and intentional teaching. We believe effective routines help children make sense of their time spent at OSHC and give them a sense of shared responsibility.

### IMPLEMENTATION:

- Before School Care, After School Care and Vacation Care have set routines which are required to be carried out.
- The remainder routines are often initiated by children themselves e.g. monitors for serving food, washing up, tidying up, composting, self-timing on computers and other spontaneous 'actions' which then become a routine.

### Before School Care:

7:15 am:	Service opens.
7:15 am – 8:15 am:	Breakfast is served
7:30 am – 8:30 am:	Indoor activities
8:00 am – 8:30 am:	Physical activity groups either outdoors or in Langley Hall
8:30 am – 8:45 am:	Pack up, sharing, dismissal.

### After School Care:

1. All children are first signed in (reception students are picked up by an OSHC staff member) in Langley Hall.
2. Children follow hand wash routine, and choose what they would like for afternoon tea.
3. Children sit down to eat in lines (according to the activity they have chosen) in Langley Hall until everyone has arrived.
4. Children who have not signed in within a 10-15minute time span are followed up by:
  - A phone call to school admin office to ascertain if they are waiting in the office or if the child is absent from school.
  - A thorough search around the school yard and the school office building.
  - Phone calls to parent/emergency contact enquiring re confirmation of child's attendance.
5. Regular group meetings (re specific OSHC issues) are conducted throughout the week. This presents opportunity for group discussions.
6. Group activities are organised i.e. children are informed of what activities each staff member will be doing that afternoon and their names written on the list of the activity they have chosen.
7. A copy of all activity lists are pinned on the 'Parent Zone' pin board in the OSHC room. These lists indicate to parents the whereabouts of their child. The lists also aid the indoor staff to locate a child if needed.
8. Each day enthusiastic children choose to be food monitors.
9. Sustainability monitors collect compost buckets at the end of afternoon tea and empty

- them into the green OSHC compost bin.
10. Children proceed to Grange Hall (OSHC room) and school bags are placed in lockers.
  11. Children wait for their group activity staff member at their designated spot i.e. Yard, Park Hall etc. Outdoor/programmed activities continue until 5/5.30pm
  12. 5 - 5.30pm outdoor groups return to the OSHC room.
  13. Children continue to participate in indoor activities until 5.00 then assist with cleaning up. When the OSHC room is clean children may have another light snack (i.e. raisin bread) and choose to play on an iPad (timed for 10 minutes then swap over).
  14. Service officially closes at 6.15pm.

## Service Policies and Procedures

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

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to family's needs and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

## Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure, via electronic sign in.

No child will be allowed to leave our Service with a person who is not stated on their enrolment form, unless prior arrangements are made with the Director/Assistant Director.

**Before School Care:** Children may be dropped off after 7.15am each morning but must be signed in electronically by a parent. They remain our responsibility until they are signed out and go to their classrooms at 8.45.

**After School Care:** Children come directly to ASC (Langley Hall) upon dismissal and are signed in by staff at 3.15. They remain our responsibility until signed out by an approved adult.

**Vacation Care:** Children may be dropped off or pick up at any time during opening hours on incursion days. Children must be at the service before 9am on excursion days (unless otherwise stated) and picked up after 3 pm.

NB: Covid 19 procedures do not allow parents to sign their children in or out. Staff will be available to do sign in/out.

## Health Issues

Upon enrolment parents are asked to fill in the 'General Health Information' on Fully Booked. If your child is diagnosed with asthma or anaphylaxis, an Action Plan and a Medical Management, Risk Minimisation and Communication Plan written within the calendar year, as well as signed by a parent and including all relevant and current information before the child attends the service.

## Parent Input

Parents are welcome to visit or call the Service at any time. If you have any suggestions or ideas on how we can best work together in the Service please let us know.

If you have any concerns, please see the Director or Assistant Director. We have a grievance procedure if you would like to formally raise any concerns.

## Food Provided

Colonel Light Gardens OSHC aims to provide nutritious and varied food to encourage healthy eating habits. We adhere to South Australian Food Safety Standards and our kitchen and food handling procedures are regularly audited by Mitcham Council.

### **Breakfast is provided from 7.15am – 8.15am**

Breakfast choices are toast or raisin toast with spread or a selection of cereals or oats. Children are most welcome to bring in their own breakfast.

### **Snacks:**

Afternoon tea is provided in OSHC, Vacation Care and Pupil Free and School Closure days. We make every attempt to provide tasty and healthy snacks. We also provide morning and afternoon tea for Vacation Care on incursion days.

*\*Provisions can be made for children with special dietary requirements.*

## Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the My Time, Our Place framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations).

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

### **SOUTH AUSTRALIA**

Education & Standards Board

1800 882 413 (toll free) or (08) 8226 0077, [ESB.EarlyChildhoodServices@sa.gov.au](mailto:ESB.EarlyChildhoodServices@sa.gov.au), GPO Box 1811 ADELAIDE SA 5001.

## My Time, Our Place Framework

Fundamental to the Framework is a view of children’s lives as characterised by belonging, being and becoming. From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children’s first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

As children transition to school their social worlds expand to include a wider range of relationships particularly with children of a similar age. Children’s learning in school age care settings complements their learning at home and at school. In school age care settings there



is great importance placed on relationships and developing and strengthening children's talents and interests. Children learn to know, to do, to **be, to live together** and to transform oneself and society (UNESCO).

### **BELONGING**

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. In school age care, and throughout life, relationships are crucial to a sense of *belonging*. Children belong first to a family, a cultural group, a neighbourhood and a wider community. *Belonging* acknowledges children's interdependence with others and the basis of relationships in defining identities. *Belonging* is central to *being* and *becoming* in that it shapes who children are and who they can become.

### **BEING**

Childhood is a time to be, to seek and make meaning of the world. *Being* recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. During the school age years children develop their interests and explore possibilities. School age care give children *time* and *place* to collaborate with educators to organise activities and opportunities meaningful to them.

### **BECOMING**

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

#### **Outcome 1: Children have a strong sense of identity**

- Children feel safe, secure, and supported
- Children develop their autonomy, interdependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

#### **Outcome 2: Children are connected with and contribute to their world**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

#### **Outcome 3: Children have a strong sense of wellbeing**

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

#### **Outcome 4: Children are confident and involved learners**

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children collaborate with others, express ideas and make meaning using a range of media and communication technologies.

## Educational Program Policy

We follow the My Time, Our Place Framework as per our programming policy. This is Australia's first national My Time, Our Place Framework for school aged care. The aim of this document is to extend and enrich children's learning in before and after school care. We are committed to providing an engaging and educational program, which caters for each child's individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

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

We know that children learn effectively through play and Educators who are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices will provide the children with an authentic and meaningful learning environment that challenges, supports, engages and nurtures a child's development.

Research accentuates that quality programs significantly influences children's growth and development. We have the opportunity to construct a supportive learning environment and program, with inspirations from the children and families. This contribution can encourage children to feel a sense of control over their actions, interactions, to explore, be curious and test out their understanding of themselves others and the world around them.

In school age education and care services, the educational program supports learning through play and leisure. Based on the nationally approved learning framework, My Time, Our Place: Framework for School Age Care (MTOP), the educational program 'includes all the spontaneous and planned experiences for children at the Service designed to support wellbeing and facilitate learning. It includes all the interactions, experiences, routines and events' (MTOP, p.42)

## Behaviour Management

We aim to keep OSHC and Vacation Care a safe and happy place for your child. We expect children to adhere to the behaviour rules and consequences and parents to support these rules. Children are expected to show a sense of responsibility and respect towards other people, property and themselves. We encourage children to take responsibility for their actions. Children who exhibit repeated unacceptable behaviour may be suspended or excluded from the service as per the Behaviour Management Policy (the 'Code of Behaviour' rules are displayed in the OSHC room).

## OSHC Advisory Committee

The Colonel Light Gardens Primary School Council is the legal sponsor of our OSHC program. The OSHC Advisory Committee meetings are held in the 5<sup>th</sup> week (Wednesday at 6.00pm) of every term. We invite all parents to join the OSHC committee or attend meetings. We need your support in order to function and thrive effectively.

## Grievances and Complaints

The Colonel Light Gardens OSHC Service fosters positive and harmonious relations between all families, staff and levels of management. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner. If any parents should have a grievance or complaint the parent should discuss the problem with the relevant staff member or Director.

## Confidentiality

The Colonel Light Gardens OSHC and Vacation Care Service protects the privacy and confidentiality of individuals by ensuring that all records and information about children and families are kept in a secure place and are accessed by or disclosed only to those people who need the information to fulfil their responsibilities at the service or have a legal right to know.

## Communication

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

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

- ✓ Face to face
- ✓ Phone calls/SMS
- ✓ Emails
- ✓ OSHC Newsletter
- ✓ Seesaw

The Service works collaboratively with Colonel Light Gardens Primary School to assist new families whose first language is not English and for whom literacy may be a problem.

## Toys

The Service has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken and disappointment for children. Educators will not be responsible to track numerous toys throughout their time at OSHC.

## Bikes/Scooters

Children are encouraged to bring their bikes/scooters to the Grange building after school and not leave them in the unlocked bike shed.

## Electronic Devices

CLG iPads may be used for limited, timed, specified periods during OSHC and Vacation Care. We do not allow BYOD devices to be used during OSHC or Vacation Care. If a child is found to be using an electronic device brought from home they will be confiscated and returned to parents at the end of the day upon pick up.

## Sun Smart Policy:

This policy is implemented during terms 1, 3 and 4.

The purpose of the policy is to ensure that all students attending Colonel Light Gardens Primary School are supported in practical ways to protect themselves from skin damage caused by the harmful ultraviolet rays of the sun. Sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk. When the UV radiation level is 3 or above it is strong enough to damage unprotected skin. In South Australia UV levels are 3 and above every day from the beginning of August until the end of April making this the most important time for skin protection.

In line with DECD guidelines and our SunSmart status Colonel Light Gardens Primary School uses a combination of sun protection procedures, including No Hat, Play in the Shade, during terms 1, 3 and 4, and when the UV is 3 and above at other times. When the UV is below 3 in term 2, sun protection is not necessary for vitamin D. Staff access the daily sun protection times via the SunSmart app, [www.myuv.com.au](http://www.myuv.com.au) or [www.bom.gov.au](http://www.bom.gov.au) to assist with implementing this policy.

**This policy means that:**

1. Students will wear sun protective clothes (not tank tops, singlets) for all activities. The school uniform includes tops with collars and longer style sleeves, and longer style shorts, dresses and skirts.
2. Students will wear broad brimmed or legionnaire style hats whenever they are playing outside or involved in outside activities. This includes hats for out of school hours sporting activities, school excursions and out of school hours care program. Students are required to wear a style of hat that gives protection to the face, neck and ears. Hats must be worn during terms 1, 3 and 4 during recess and lunchtimes and for all outdoor lessons. Students without appropriate hats will be required to sit or play in a designated shaded area.

For health reasons, hats cannot be 'on loan' if a student has forgotten or lost his/her hat. Children are encouraged also to wear a hat to and from school. Hats should be in school colours. Sun safe hats are available from the uniform supplier.

3. Additionally, special school events, e.g. sports day in term 2 will require hats and sun protection to be worn if the UV level is predicted to be 3 and above. Families would be notified in advance on a case-by-case basis.
4. Students, who are not wearing hats, are to spend play times in the shade area under the big pine tree. No hat, play under the shady tree.
5. For Work Health and Safety staff, OHSC staff and sporting coaches and co-ordinators are required to be positive role models who practice sun smart behaviours including wearing a sun protective hat, clothing, sunscreen, sunglasses and seeking shade.
6. The school will maintain, upgrade and endeavour to increase the number of sheltered and shaded areas. Students are encouraged to seek shade during play breaks.
7. The availability of shade is considered when planning outdoor activities and excursions.
8. The school will incorporate sun smart activities into teaching programs and will endeavour to program outdoor activities outside of the peak UV times of the day or conduct in the shade where possible.
9. The school will positively reinforce the policy through displays, newsletters, assemblies and other forms of communication. All new staff and families will be notified of the policy.
10. Students are encouraged to apply their own water-resistant SPF 30+ broad spectrum sunscreen 20 minutes prior to outdoor activities to all exposed areas of the body, and reapply every 2 hours when outdoors. Time is allocated before each play break and during excursions for students to apply sunscreen.

*Please note: T-shirts or sun suits to be worn for all outdoor swimming activities.*

On enrolment of their child at Colonel Light Gardens Primary School parents will:

- be informed of the Sun Smart Policy, in the School Information Booklet
- be required to provide a suitable hat every day for their child's use in all outdoor activities (refer to point 2 above for suitable styles, caps are not a suitable alternative)
- provide 30+ broad-spectrum, water resistant sunscreen for their child's daily use at school.
- be encouraged to practice skin protection behaviours themselves, as positive role models for their children and to reinforce the Sun Protection Policy to their children.

**Out of School Hours Care:** As before and after school hours care operates outside of the peak UV radiation times of the day, the following sun protection implementation times applies:

\* **Before school care:** Sun protection is not required as the UV radiation levels are rarely above 3 during this time.

\* **After school care:** Sun protection is required during terms 1, 3 and 4, and whenever the UV rating is 3 and above at other times. Staff are encouraged to access the daily sun protection times to determine if sun protection measures are required during terms 2.

\* **Vacation care:** Appropriate sun protection is required for all outdoor activities.

## Vacation Care

Once the Vacation Care program has been finalised it will be available on the Colonel Light Gardens Primary School website and the OSHC blog for parents to download and complete. Hard copies are also available from the OSHC office or school front office. Our Vacation Care program is very popular, however booking and permission forms need to be returned ASAP to ensure there is a space for your child.

If you book your child in on an excursion day, you are confirming that you have read the Vacation Care program and agree to the excursion details i.e. excursion dates, destinations, mode of transport, departure and return times, items required on the day.

The OSHC mobile phone, daily attendance records, emergency contacts and first aid kit will be taken on all excursions.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program
6.2.3	Community and engagement	The service builds relationships and engages with its community

**REVIEW**

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
December 2019	Updated the references to comply with the revised National Quality Standard	December 2020
February 2021	Updated new staff including Mark (Assistant Director)	December 2021