



beginning their journey in faith & education

Outside School
Hours Care Handbook

Version 5
Effective Date: 14/11/13
Review Date: 31/12/14

Disclaimer: all information contained in this handbook is accurate and current to the best knowledge of the staff who compiled it and is subject to change at the discretion of the Director. Any changes will be notified through the parent newsletter and/or via correspondence to parents/guardians.



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Little Genesis OSHC

CONTACT DETAILS

| | |
|--------------|--|
| Office hours | 6.30am - 10.30am 2.00pm - 6.00pm |
| Telephone | 3882 9032 |
| Fax | 3882 9034 |
| Email | littlegenesis@genesis.qld.edu.au or b.quinn@genesis.qld.edu.au |

HOURS OF OPERATION

| | |
|--------------------|---|
| Before School Care | 6.30am – 8.30am (8.25am drop-off at school) |
| After School Care | 2.45pm – 6.00pm |
| Student Free Days | 6.30am – 6.00pm |
| Vacation Care | 6.30am – 6.00pm |

The Centre operates for fifty weeks of the year, closing for two weeks over the Christmas/New Year period. The Centre also observes the student free days and school holidays according to the Genesis Christian College school calendar. The Centre will close for the following statutory holidays:

| | | | |
|-----------------|--------------------|------------------------|-------------|
| * Australia Day | * Good Friday | * Easter Monday | * Anzac Day |
| * Labour Day | * Queen's Birthday | * Pine Rivers Show Day | |

ELIGIBILITY

Children in Prep and Year 1 at Genesis Christian College

FEE STRUCTURE

Before School Care

\$14 per session. Breakfast is available before 7.30am for an extra cost of \$1 which includes cereal or toast and a drink of milk or juice. Special breakfasts, like pancakes or French toast, will be offered on occasion for the same cost.

After School Care

\$20 per session. This includes an afternoon tea of sandwiches, fruit, cheese, dried fruit, vegetables, and home baking from time to time.

Vacation Care

\$55 per day or part thereof (any time between 6.30am and 6.00pm). Breakfast is also available as per Before School Care. **Note:** Excursions are an extra charge in addition to the usual vacation care fees. All children booked in on these days are required to attend the excursion. Excursion fees will be added to your weekly statements unless otherwise stated.

Non-Cancellation Fee

\$5 will be added to the cost of any After School Care session if your child is absent and we have not been advised.



Late Pick-up Fee

The Centre closes at 6.00pm. Regulations state that at least two staff must be at the Centre while there are children on-site and one must be the Director, Assistant Director or Group Leader. If children are collected after 6.00pm, late fees are charged at the rate of \$1.00 per minute to cover the payment of overtime to the two members of staff.

LITTLE GENESIS OUTSIDE SCHOOL HOURS CARE FOCUS

“To provide children with a safe, relaxed, happy environment where they can interact socially, learn new skills, be creative, curious and develop their own identity”

adapted from the “My Time, Our Place” Framework For School Aged Care.

At Little Genesis Outside School Hours Care (OSHC) we recognise the importance of a positive and productive relationship between parents, families and educators. Our aim is to develop, sustain and enhance a unique home-like environment, with activities that entice the children’s senses, invigorate their soul, lift their self esteem and aid in the building of friendships.

FEE PAYMENT

Statements are issued fortnightly and are emailed to parents. Statements may be posted to families who only attend on a casual basis. All bookings must remain two weeks in advance. Failure to keep your account in credit may result in the cancellation of care. Payment must be received by the due date on your statement; otherwise a \$25 administration fee will apply. Payments can be made at the Little Genesis Reception via cash, cheque or EFTPOS facilities. BPay facilities are also available, using the BPay reference numbers on the bottom of your family statement.

A fee box is located at Little Genesis Reception for your convenience. Please place your cash, cheque or credit card slip (located on reception counter and on the back of your statement) in an envelope clearly marked with the child’s name and Little Genesis OSHC and drop it into the fee box.

Late payment fees will be continually added until the bill is settled or until other arrangements have been made with the Centre’s Director. Repeated failure to pay fees by the due date will result in deregistration of your child and cancellation of all further bookings until the debt is settled and one full week fees paid in advance. If cancellation of booking is imposed, there may be a waiting list for a permanent place. At this point, any further care given to your child will need to be paid in advance before the care is given.

ENROLMENT

A registration form is required prior to enrolment and before any bookings can be made. The information contained in the registration form is vital. Therefore adequate details are necessary to ensure your child/children’s safety. Parents are responsible for informing the Little Genesis OSHC Coordinator of any changes to phone numbers, addresses, medical details, emergency contacts etc. Please write these numbers and details clearly in case they are ever needed in an emergency situation. All information provided is strictly confidential.



BOOKINGS

All bookings will be charged regardless of whether the child attends or not. Children will not automatically be booked into Vacation Care. A separate enrolment form needs to be completed in order for the booking to proceed. Enrolment forms will be available three weeks prior to holidays. Before and After School sessions are suspended temporarily during the school holidays.

It is the parent's responsibility to bring their child to care for Before School Care, Vacation Care and Student Free Days, or cancel care if it is not needed. We will not follow up children who do not arrive for these sessions. Parents will still be charged for the session irrespective of the child's attendance.

ARRIVALS AND DEPARTURES

Morning

ARRIVAL: Children are to be accompanied by a parent/guardian who must be over the age of eighteen years to sign the child in. This allows staff to extend a personal welcome to the child, meet the parent and exchange any relevant information. Parents and children are not allowed access to the Centre prior to 6.30am.

DEPARTURE: All children are walked over to Genesis Christian College at 8.20am. Prep children are escorted to their class.

Afternoon

ARRIVAL: When all children are present and accounted for, they are walked to the Prep Playground or Little Genesis OSHC room at Little Genesis Early Learning Centre.

DEPARTURE: Children must be signed out by parents/guardians over the age of eighteen years when they leave. Parents/guardians must see a Little Genesis OSHC educator before leaving.

Vacation Care

ARRIVAL: Children **MUST** be accompanied by a parent/guardian over the age of eighteen years who signs them in.

DEPARTURE: Parent/guardian must sign child out. Staff will inform you about your child's day and pass on any messages.

As parents, you are the most important part of your child's life. You are the most important source of knowledge about your child. It is when there is close co-operation, communication and participation between parents and staff that the needs of children are fully and adequately met. We encourage parents to stay with their children on their first day/s until they feel safe and happy with their surroundings. When collecting your child/ren, please feel free to ask questions and allow your child to show you his or her craft work or any activities they have been involved in.



FAILURE TO ARRIVE

Please phone the Centre as soon as you are aware your child will not be attending After School Care. This will alleviate any unnecessary concerns regarding your child's whereabouts and safety. If children are booked in but do not arrive for After School Care, Genesis Christian College is contacted first to see if the child was reported sick to First Aid and subsequently went home. If neither of these events occurred and the child can't be found in the school grounds, the parent/guardian is contacted. Should we not be able to confirm the whereabouts of the child, the police will be contacted. Parents are responsible for notifying Little Genesis OSHC of their child's absence. Please do not assume the College will inform Little Genesis OSHC if your child is away as the teachers and administration staff is not aware of which children attend Little Genesis OSHC.

SIGNING IN AND OUT

Each day, parents are required to sign their child **in** at reception. The child must also be signed **out**, giving the actual time collected, and staff must also be informed of the child's departure. The child must be signed in and out, and accompanied to and from their room by an authorised adult of 18+ years. These records are used for attendance checks and it is a legal requirement that they are completed correctly and on a daily basis. These attendance sheets are used during emergency evacuation to ensure all children are accounted for.

WHO CAN COLLECT MY CHILD

Only people specified on the Enrolment Form who may collect your child/ren. If these people are unavailable, other arrangements can be made through a signed letter given to Little Genesis OSHC staff or by advising the Coordinator or senior staff member by telephone of the name of the person who will be collecting the child. Photo identification such as a driver's licence will need to be checked when the child is picked up if the person is not known to Centre staff.

Note: The Centre will not release any child without prior authority from the parent/guardian. If Little Genesis OSHC has not been notified, the parent will be rung to confirm that the person in question is authorised to collect the child/ren. If we cannot contact the parent/guardian we will not let the child be signed out by the person in question.

Should an emergency arise that could cause you to be late in collecting your child, please call the Centre so that we can notify your child and the staff of the change in routine.

MEAL TIMES

During After School Care the Centre provides children with afternoon tea, in accordance with our 'Healthy Food Guidelines'. On occasions we will have home baked snacks. We will always try to cater for everyone's dietary requirements.

Leaders supervise the children as they wash their hands with liquid soap and sit down. Each child is provided with a plate/bowl and children serve themselves from containers, using tongs.

During Vacation Care: the Centre caters for afternoon tea and parents are asked to provide their child/ren with morning tea and a healthy lunch. If your child has a bigger appetite, it may be necessary to put some extra food in their lunch box. Afternoon tea at Vacation Care does



allow for flexibility of the menu with some treats.

Meal times are supervised by the leaders, and children are encouraged to eat their sandwiches, fruit or yoghurt first before any snacks brought from home. We encourage all families to pack their children healthy and nutritious lunches. Sharing of food is not allowed.

It is advisable to send your child's lunch in a cooler bag or with a freezer block, should they have any perishable items. Fridge space is limited and is often filled with items for the children's morning and afternoon teas or cooking activities.

Fresh cool water is provided at all times, and children are reminded and encouraged to drink water regularly, especially during sporting and other outdoor activities. Children are also encouraged to bring a water bottle.

Due to health regulations and the large number of children attending Vacation Care we are unable to cook or heat up food. We appreciate your assistance in not sending such foods for children's meals. This does not apply to cooking activities.

ACTIVITIES

Coloured pencils, felt pens, glue, paper and other art and craft activities and supplies are provided and can be freely accessed by the children. Our program is based on the 'My Time, Our Place' framework. Areas are set up with activities and games that the children have asked for, are displaying an interest in or have been programmed for certain outcomes. Our term and weekly programs are set up outside the Little Genesis OSHC room for your perusal.

Children may have access to computer games from time to time on Vacation Care and Student Free Days. We have a variety of 'G' rated games that the children may choose from. Children are not permitted to bring their own games or game consoles to Little Genesis OSHC.

Outdoor play equipment is freely available including hula hoops, skipping ropes, balls and catching implements and a variety of obstacle course equipment. Occasionally we may have excursions to Genesis Christian College to use basketball hoops, soccer fields etc. It is our aim to make the children feel as much at home as possible while they attend the Centre. When children consider the Centre as an extension of their home, they feel more relaxed and able to explore and choose for themselves according to their own individual interests.

We have a storeroom with a variety of items for monitored activities such as craft, painting, outdoor sporting equipment etc, which we use for our planned activities.

While we have a set program of activities for the day, especially during Vacation Care, children can choose for themselves what they would like to do. Most children enjoy a sport or craft activity during the day, but some just like to create their own fun during supervised free play, in the sand pit, on the play equipment or in the Centre's playground.

STAFFING

The Coordinator for Little Genesis OSHC is on duty between 6:30am-10:30am and 2pm-6pm daily. There is also a Little Genesis OSHC assistant who is on duty before and after school times.



The staff to child ratio is 1:12. That is one staff member for every twelve children who attend Before and After School Care or Vacation Care.

The ratio for excursions is 1:8, and if children are swimming it will be 1:5. Two staff members will be on duty at all times.



Health and Medical

“Infections are common in children and often lead to illness. At home, children are reasonably well protected from infectious diseases because they don’t come into contact with many people. The adults they meet are generally immune to many childhood illnesses because they had them as children or they have been vaccinated. Because of this immunity, adults cannot transmit those infections to children. Spending time in Kindergarten and child care centres or other facilities and being exposed to a large number of children for some time, provides an opportunity for infectious diseases to be spread.

It is not possible to prevent the spread of all infections and illnesses within child care centres.”

Mr John Tainton

Chair - National Childcare Accreditation Council Australia

Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC).

WHEN YOUR CHILD IS ILL

In the event of a child becoming ill at the Centre, an authorised member of staff will contact parents, requesting that the child be collected and taken home as soon as possible. The Centre does not have the facilities to care for sick children and will contact parents if:

- their child’s temperature is higher than 38 degrees
- their child has diarrhea
- their child has vomited
- their child is generally not coping with the day’s activities
- their child is not their usual self

Policies and procedures are developed based on the recommendations of the Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC). A copy of the publication is available at the Centre for parents.

No child can attend the Centre until vomiting and diarrhoea has ceased for 24 hours.

When antibiotics have been prescribed, children need to have been taking them for 24 hours before returning to the Centre.

Please notify the Centre at once if your child has been exposed to any communicable diseases (e.g. German measles) so that we can notify other parents. The Centre will post notices of illness on the room where cases have been reported.

CONTAGIOUS CONDITIONS/DISEASES

The Centre appreciates the parents’/guardians’ value of a safe and healthy environment for children and asks parents/guardians to withdraw their child from the Centre immediately when it is known they have a contagious condition. These conditions include: hand, foot and mouth disease, parvovirus B19 (slapped cheek syndrome), conjunctivitis, chicken pox, cough and cold viruses, diarrhoea, German measles, measles, mumps, nausea, ringworm, school sores, head lice and whooping cough. Please ensure that you do not send your child back to the Centre prematurely and that they have made a full recovery before returning. If a child has a temperature (38°C or above), they are to be kept home for a minimum of 24 hours without fever or, if in doubt, the family doctor is to be contacted.

Please refer to the National Health & Medical Research Council website <http://www.nhmrc.gov.au/publications/synopses/ch43syn.htm> for access to the publication



Staying Healthy in Child Care – Preventing infectious diseases in child care – Fourth Edition for details on childhood illnesses, compulsory and recommended exclusion periods.

The Centre reserves the right to insist on a doctor's letter stating a child is well enough to attend and is no longer contagious to other children.

HEAD LICE

Please do not send children to the Centre if they have head lice or head lice eggs. Head lice must be treated and children are not to return to the Centre until after treatment has occurred and all lice and eggs are removed from their hair. Staff will check the child's hair on their return to the Centre and if more are found, the child will be excluded. All lice and eggs must be removed to prevent a recurrence; this is most effectively done by an adult under a bright light, using chemical treatments and a lice comb.

Head lice is an issue that requires a proactive approach and all families are encouraged to check their children daily, treat quickly and notify the Centre of an outbreak. Communication with the Centre is very important so the appropriate action of alerting others to check their own children can be carried out. The presence of head lice is not a sign of dirty hair or bad hygiene. In fact, head lice prefer a clean environment.

If a child is found to have head lice, the parents will be contacted and required to collect their child from the Centre.

IMPETIGO (SCHOOL SORES)

Impetigo is characterised by collections of small, crusting blisters that usually form on the face or limbs. The condition looks unsightly, but it isn't dangerous and doesn't cause any lasting damage to the skin; however, it is highly contagious. A child with a case of impetigo should be kept home from care until the sores are fully healed. The child may return earlier if appropriate treatment has begun, the exposed sores are fully covered with a waterproof dressing and the child has a doctor's certificate/clearance letter. Impetigo is more common during warmer months.

IMMUNISATION

Parents must supply a record of their child's immunisation upon enrolment. Children must be fully immunised or have exemption documentation to attend the Centre and claim Child Care Benefit. Children who are not immunised can be enrolled by the Centre but must be withdrawn for the exclusion period if a vaccine-preventable disease is confirmed within the Centre (e.g. a case of measles etc). The exclusion table adopted by the Centre is that recommended by the National Health and Medical Research Council and displayed at the Centre.

MEDICAL INFORMATION

All children must have up-to-date medical information lodged at the Centre. Please let the Centre know if any new situations arise as the year progresses so that records can be kept up-to-date at all times. **Current telephone contact numbers and emergency contacts are vitally important.**

Change of Medical Circumstance Form

If your child's medical circumstances change, a Change of Medical Circumstance form is to be completed and sent to the Director. This is to ensure that the Director follows up the plan of action, or medical response and care practice with all staff members. This form is available from Reception.



MEDICATION

State and Territorial Governments protect the health and safety of the community from the injurious effects of medicinal drugs by a range of acts and regulations which include lists of drugs and poisons categorised as follows:

- Schedule 2 (S2) Pharmacy Medicine (Pharmacy only sale)
- Schedule 3 (S3) Pharmacist Only Medicine (Supervision of sale by pharmacist)
- Schedule 4 (S4) Restricted Drugs (Prescription Only Medicine)
- Schedule 8 (S8) Controlled Drugs (Prescription Only Medicine)

Paracetamol and other analgesics are S2 medications. These and all other medications, both prescription and over-the-counter drugs, cannot be administered to children by staff without authorisation.

1. The parent must make a written request to the Group Educator on a Medication Request Form obtainable from the Centre Reception.

All prescription medication must be in a container labelled by a health care professional or pharmacist filling a medical prescription. The following details need to be provided:

- Name of the medication
- Name of the doctor prescribing the medication
- Name of the student
- Dosage
- Time medication needs to be administered
- Commencement and conclusion dates
- Any special arrangements

The same procedures apply to over-the-counter medication. The Centre will not accept any medication which is not labelled in this way.

2. The medication must be delivered to the Group Educator before the start of session each day.

The Group Educator will record each day that they have received the medication which will be placed in the kitchen fridge. A copy of the Medication Request Form will be sent to the child's room stating the time that the child is to be administered their medication.

The Group Educator will record that the medication has been administered to the student by an authorised member of staff as per the Medication Request Form.

Parent helpers, children and visitors **are not permitted to administer** any prescribed medication.

PARACETAMOL ADMINISTRATION

Staff are able to administer a dose of paracetamol if children have a high temperature. A tepid bath will also be used to reduce the fever. When a child has a fever and they are showing signs of being unwell the child should be collected from the Centre as soon as possible. If parents are requesting staff to administer paracetamol throughout the day, we believe the child is not well enough to attend.

If you DO NOT wish for your child to be given paracetamol in the event of a high temperature, please notify the centre in writing.



ANAPHYLAXIS

Anaphylaxis is a severe, life threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts and other allergens.

The Centre is committed to provide a safe and healthy environment for all children and especially the well-being of children at risk of anaphylaxis. Our staff are educated in dealing with these situations on an annual basis and all staff are aware of which children are at risk.

As part of our preventative strategy at Little Genesis we remove as many products and food items as possible that contain nuts. Complete removal is difficult due to manufacturing and processing schedules. To assist in reducing the risk we ask that:

**NO NUT PRODUCTS, INCLUDING PEANUT BUTTER, NUTELLA OR MUESLI BARS
CONTAINING NUTS ARE TO BE SENT IN LUNCH BOXES**

Little Genesis is a nut free centre. At times it may be necessary for us to operate as an egg or other allergen free centre as children with severe allergies may be present. Parents will be advised if this occurs and would be expected to comply with the centre's requests not to include any of these foods in the child's lunchbox at that time.

Anaphylaxis Management Plans should be updated each year and the relevant medication, EpiPen or antihistamine should be kept in the First Aid Cupboard in the Centre. A detailed Anaphylaxis Policy is provided in our Policies and Procedures Manual.

EMERGENCY MEDICATION

If a child has a serious medical condition that requires emergency treatment, e.g. EpiPen, it is the parents' responsibility to supply this medication so we can provide adequate care for their child.



Safety

EMERGENCY CONTACT PERSONS

In the event of illness or emergency, initial contact will always be made to a parent/guardian. Only the persons nominated by parents will be authorised to collect a child, and will be required to provide photo identification to staff on arrival at the Centre.

In the event of a fire or lock down, we require 1 (one) primary mobile number by which the Centre can send an emergency message. If this number changes during the course of the year, it is important that you notify Reception immediately so the Centre's emergency phone can be updated.

CHANGES TO CONTACT DETAILS

Please notify the Centre immediately if there are any changes in your address, phone numbers, or emergency contact persons. An Update of Details form will also be distributed annually in order to collect any new/changed contact information from families.

MINOR ACCIDENT REPORTS

Any accident or injury which occurs to a child during care at Little Genesis will be documented on an Accident/Incident Report Form. Staff will inform parents/guardians of any accident/injury either by phone or at collection time and parents/guardians will be required to sign the form to acknowledge that they have been informed of an accident or injury to their child. In the event of a child's injury involving a bump to the head or teeth the parent will be contacted by telephone immediately to allow the parent/ guardian to assess the situation in consultation with staff.

COURT ORDERS AND SHARED CUSTODY ARRANGEMENTS

If there are Family Law Court orders, restraining orders, shared custody arrangements or parenting plans pertaining to the child, the Centre must be supplied with current copies of such orders and parents are expected to keep the Centre informed of any changes to orders or agreements. Failure to provide current orders may result in cancellation of care.

CHILD PROTECTION POLICY

Little Genesis recognises that protecting children from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within the Centre will always be of primary consideration.

We expect children to show respect to staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour towards and relationships with children reflect proper Christian moral and lawful standards of care for children. The Centre will respond diligently to a report of suspected or actual harm or risk of harm to a child.

Queensland legislation defines harm as: Any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation
- Domestic or family violence



The Centre has a comprehensive Child Protection Policy which covers the actions to be taken if a member of staff or a parent of the Centre becomes aware or reasonably suspects that harm has been done to a child of the Centre by other staff, people outside the Centre or by other children.

SECURITY

To enable the Centre to maintain the highest standards of security we ask parents to ensure gates and doors are closed behind them and not to allow children to use the push button release on the main entry door. We would ask that parents encourage their children to walk and not run in Little Genesis hallways, and to stay with parents while walking to and from classrooms.

FIRE DRILLS

Fire Drills are held regularly and we ask all people in the Centre at these times to join in the drill with the children and staff members. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. In the case of an emergency the Centre will follow the evacuation procedures and relocate the children to a safe place. Parents will be notified as soon as possible to collect their children if needed.

LOCKDOWN DRILLS

The Lockdown procedure is practiced once a term. Educators self assess this at monthly staff meetings to ensure that our practice is relevant to the children in our care.

CAR PARK PROCEDURES

As the Centre shares the car park with Genesis Christian College, parents of the Centre should be aware of the peak congestion periods between 8.15-8.45am and 2.45-3.15pm. If using the Centre only, parents should endeavour to park in the Little Genesis '10-minute' parking zone. Please hold your child's hand in the car park, teach your child to use the footpath to the Centre, not the road, and be a good role model.

Motorists are also requested to observe the following:

- Please use the 10 minute drop-off parking zone.
- There is no parking permitted in the pick-up and drop-off zone of Genesis Christian College.
- Encourage children to embark and disembark from vehicles as quickly as possible.
- Practice a routine with your children – bags in the boot first and then passengers on board.
- There is to be no dropping-off or picking-up of children along the front of the Centre on Young's Crossing Road.
- Adhere to the 10 KPH speed limit within the College grounds.
- Give way to pedestrians using the two zebra crossings.
- Remember that small children do not have good peripheral vision and all students can sometimes do silly and unpredictable things when crossing roads.
- Do not park in the spaces provided for people with disability unless an appropriate sticker is displayed and refrain from parking in any other designated spaces.
- Parents are not to reverse park in the Little Genesis parking areas, where towbars impinge on footpath and walkway access for children. **FRONT TO CURB PARKING** only in these areas.



Policies and Agreements

ENROLMENT AGREEMENT

(Extract from Enrolment Policy for Little Genesis as adopted for Little Genesis OSHC)

I/We the parent agree to the following terms and conditions regarding attendance of my/our child/ren at Little Genesis OSHC located in the Little Genesis Early Learning Centre.

I/We undertake to support the aims of the Centre and to support the policies, ethos, regulations and programmes of work of the College as they may be determined from time to time.

Before my child commences enrolment I/we have visited the Centre and discussed with the Director the enrolment of our child, met our child's carers and have read the Parent Handbook.

I/We understand that a Priority of Access system is applied at the Centre under conditions laid by the Federal Government whereby the children of working parents must be given priority over those of non-working parents.

I/We understand and accept that fees must be paid at least one week in advance at all times of attendance and that normal fees are payable at all times including for any periods of absence of my/our child for illness, holiday, public holiday or for any other reason whatsoever.

I/We understand that if fees are not paid, my/our child's continued enrolment at the Centre cannot be guaranteed.

I/We agree to notify the Centre promptly of any absence on the enrolled day. I/We agree to give two (2) weeks' notice of intention to change booked days or to withdraw my/our child from the Centre, and to pay two weeks' fees during this notice period. Should fees in arrears be handed over to a Collection agency, we/I understand that we/I will be liable for all associated fees and charges.

I/We agree to keep the child home while he/she is suffering from any infectious or contagious illness, or when he/she is in such poor health as to be unfit for normal day care conditions as outlined in the Centre's Health Policy.

I/We agree that if, in the case of sudden illness or accident, the parents cannot be contacted, the Director as agent for the parents will have the discretionary power to seek immediate medical attention.

If, at any time, my child is in need of emergency medical, hospital or ambulance service and neither parent can be located, I/we give my/our consent for their use at my/our expense.

I/We will ensure that the child is accompanied to and from the Centre by a responsible person over the age of 18 years, that the child will be signed in and out at the appropriate locations on each day of attendance, that any absences will be signed for as required and that the staff member in charge is notified of arrivals and departures.

I/We have read and understood the Behaviour Guidance Policy of Little Genesis Early Learning Centre and agree that our child will be bound by the terms of the document and subject to the Centre's policies.

I/We understand that the Centre may suspend or terminate enrolment at its discretion for failure to comply with the conditions contained in the Behaviour Guidance Policy, or serious breaches of the policies of the Centre.

I/We will provide true and accurate information pertaining to our child's learning and development, behavioural management records and/or physical, psychological or educational needs. Failure to provide true and accurate information may result in withdrawal of enrolment.



BEHAVIOUR GUIDANCE POLICY

(Extract from Enrolment Policy for Little Genesis as adopted for Little Genesis OSHC)

INTRODUCTION

The Bible reminds us that the purpose of discipline is to help each of us to grow in a loving, Christ-like manner; this is an important part of our understanding of Christ. Discipline also protects and safeguards us physically, spiritually and emotionally so that we may grow into responsible servants of Christ, acting at all times in a God-honouring and upright manner (Hebrews 12:11 and Proverbs 12:28).

RATIONALE

Effective behaviour guidance is evident when there are positive relationships between teachers, children and parents. All staff recognise and respect the rights and responsibilities of others.

The growth and development of a child is the prime responsibility of parents (Proverbs 22:6). At Little Genesis we encourage accountability for behaviour in all children (Proverbs 3:6). Staff strive to work in partnership with parents to help children develop into mature, responsible, well-adjusted young people (Isaiah 54:13).

The Behaviour Guidance Policy is devoted to providing a unified and cohesive code of behaviour for the Early Childhood environment.

GOAL

Staff aim to provide a positive, fair and consistent policy and to assist all by documenting clear guidelines (this policy statement) for children, parents and teachers to follow.

The goal of this policy is to develop a safe, caring and secure environment where children accept responsibility for their own behaviour and respect the rights of others.

For a more comprehensive look at the Behaviour Guidance policies utilised at Little Genesis OSHC, please refer to the Centres Policies and Procedures manual.

PARENT/ADULT BEHAVIOUR

The Centre expects all adults to behave in a reasonable and mature manner when in and around the Centre and on Genesis Christian College property. All adults need to be appropriately dressed (i.e. men should not enter the Centre without a shirt, women should be modestly dressed and footwear should be worn by all adults).

Adults are expected to use non-offensive language at all times.

TERMINATION OF ENROLMENT

In the event a child's behaviour is having a detrimental effect on other children, staff or parents, the Centre reserves the right to limit the child's hours in care, terminate or suspend the child's enrolment at the Director's and Principal's discretion.



PRIVACY POLICY

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to make you aware of a range of matters relating to our ongoing collection, use and disclosure of your personal information and to seek your consent for our use and disclosure of that information in the manner described below.

1. The Centre collects personal information, including sensitive information about children and parents before and during the child's enrolment at the Centre. The primary purpose of collecting this information is to enable the Centre to provide care and education for your child.
2. Some of the information we collect is to satisfy the Centre's legal obligations.
3. Laws governing or relating to the operation of the Centre require that certain information is collected.
4. Health Information about students is sensitive information within the terms of the Privacy Act 1998. We ask you to provide medical reports about children from time-to-time.
5. From time-to-time the Centre may disclose personal and sensitive information to others such as other schools, government departments, testing agencies, medical practitioners, and people providing services to the Centre for administrative and educational purposes.
6. If we do not obtain your personal information we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from children is regularly disclosed to their parents. On occasions, information such as children's activities and other news and photos are published in Centre newsletters. If you do not agree with this you must advise us in writing immediately.
8. Parents may seek access to personal information collected about them and their child by writing to the Director. There will be occasions when access is denied, such as where access would have an unreasonable impact on the privacy of others or result in a breach of the Centre's duty-of-care to the children or where children have provided information in confidence.
9. The Centre engages in fundraising activities from time-to-time. Information received from you may be used to make an appeal to you or disclosed to organisations that assist the Centre's fundraising, solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. If you provide the Centre with the personal information of others, we encourage you to inform them that you are disclosing that information to the Centre and that they can access that information if they wish and that the Centre does not usually disclose that information to third parties.

IMPORTANT: Unless and until you advise us in writing that you do not consent to our use and disclosure of your personal information in the manner described in this notice, we will act on the basis that we have your consent to each such use and disclosure.



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