



## Overview

### Our Centre's Philosophy

The Bunbury Cathedral Grammar School Before and After School Care program is conducted in a child focused Centre where:

- Children, families and staff are treated as valued individuals.
- The value of play, crafts and games is important and children have opportunities to be challenged by the activities offered.
- Children are encouraged to develop to their full potential within a safe, caring and supportive environment.
- Cultural diversity will be respected and appropriate activities included in the program.

### Aims and Goals

- To recognise and promote the value of play, craft and games.
- To provide a caring environment in which children and staff can be confident and in which parents/carers, children and staff feel secure.
- To promote the developmental, social, emotional and intellectual needs of children within the Centre.
- To recognise and meet the needs of parents/carers and the community by encouraging their participation.

### Children Involved in the Program

The Centre caters for primary school aged children from Kindergarten to Year 7. The age range will be 4 to 12 years.

### The Program

We provide a program that reflects the interests of the child, encourages spontaneity and reflects children's curiosity through wondering, exploring, testing, predicting, problem solving, seeking out information and negotiating

The written program is transparent to all – beautifully documented learning journals will be displayed for your interest and feedback. Individual children's records contain documentation that reflects your child's learning journey while at the Centre. The Centre utilises a wide range of experiences to enhance all developmental areas including music and movement, cooking, visitors, multicultural and early literacy programs. We welcome your ideas into our program and urge you to make an appointment with our staff to discuss your child's individual program.

The daily program is balanced to promote indoor and outdoor play and is adjusted to respond to things like the weather, visitors, spontaneous play, and the interests and abilities of individual children.

## Using The Before & After School Care Program

### Registration

A registration form must be completed and presented to the School's Enrolment Office before a child can attend. This form must be renewed at the beginning of the new school year, to ensure all information on our records is correct and current.

### Hours of Operation

Before School Care:	7.00am – 8.30am
After School Care:	3.20pm – 6.00pm

### Bookings

Children must be booked in on attendance days for their own safety and to enable the Centre to work within the correct staff/child ratios as per the Community Services (Outside School Hours Care) Regulations 2006.

### Bookings can be made:

- Direct to the Centre during the program's operational hours (08) 9722 6170
- Direct to the Supervising Officer on 0409 028 208
- E-mail [brooke.paans@bcgs.wa.edu.au](mailto:brooke.paans@bcgs.wa.edu.au)

Bookings may be able to be accepted as late as the day before, depending on student numbers and staff availability.

### Absentees

In the event that a child is absent, it is most important that parents notify the Centre, at the latest before 7.00am in the morning or 2.00pm for the afternoon session, on the day the child will not be attending.

### Cancellations

Bookings must be cancelled by 6.00pm the day prior to the scheduled time of attendance. Failure to do so will result in the full fee being charged for that day.

### Collection Arrangements

Parents/Carers must come into the Centre to drop off and pick up their child/ren. Children will only be released into the care of their parents/carers or the nominated person(s) as indicated on the registration form. Parents/carers may pick up their child/ren any time before 6.00pm. Identification details will be asked for if the person collecting a child is not recognised by the staff.

## Fees

### Rates

Before School Care: \$22 per morning  
After School Care: \$27 per afternoon

Fees may be adjusted by the School from year to year if an increase in salaries or other costs occurs.

### Payment

School families will be charged via their School Account at the end of each Term. Other families using the service will be required to pay in advance.

### Child Care Benefit

Child Care Benefit is available to parents who qualify, in order to reduce the cost of childcare. The appropriate forms must be lodged with the Family Assistance Office (Centrelink) to obtain your percentage of Child Care Benefit. For more information please contact the Family Assistance Office on 13 61 50.

### Late Fees

Primary Duty staff finish supervision at 3.40pm, 20 minutes after classes finish. To ensure that we meet our duty of care to students, if Primary students have not been collected from our campus by 3.40pm and they are not involved in an approved, supervised co-curricular activity, they will be taken to the After School Care staff at 3.40pm and they may be collected from the Early Childhood Centre by their parents. A fee of \$5.00 for each 5 minute time block, or part thereof, from 3.40pm until the time children are collected, will be charged, up to the full cost for the afternoon's care, which ends at 6.00pm.

The staff member on duty in the Library after school is not a Child Carer and consequently, the School's Library is not available for unsupervised use by Primary students from Kindergarten to Year 6 after school. Any of these children in the Library at 3.40pm will be taken to the After School Care staff, as described in the paragraph immediately above.

The After School Care program concludes at 6.00pm sharp, as the staff are only employed to that time. If students have not been collected from the Early Childhood Centre by 6.00pm their parents will be charged a fee of \$5 for each five minute time block, or part thereof, from 6.00pm until the time children are collected, without a cap to the total of this extra cost.

In the event of an emergency we ask that you ring the Centre and inform us of the difficulty (the late fee would still apply).

## If Parents/Carers Are Not Satisfied

Please let us know if you are not satisfied with any aspect of the services we provide. You may wish to discuss your complaint or concern with the Supervising Officer.

If you feel the problem is not resolved, you may take the matter to the Deputy Head of the Primary School.

Or contact: The Child Care Licensing and Standards Unit,  
Telephone: (08) 6210 3333, 111 Wellington Street, East Perth

## Children's Activity Program

The Centre is a great venue for social interaction, to do homework, to relax or to acquire new talents and friends.

The Centre offers a range of age appropriate arts, craft and games or activities, and a weekly program is displayed on the Centre's Notice Board. This program is subject to change according to the children's wishes, if approved by staff. Suggestions for improvement of the program are welcomed. Children and parents are encouraged to discuss this with the Supervising Officer.

### Computers and TV

The computers in the homework room are limited to access the child's own files and not the internet. TV will only be used on rainy days and as a relaxing tool. Computer games will be limited to 10 minutes duration

### Centre Routines

On arrival all children are signed in on the attendance sheet. The signatory must be a parent or person approved by them. Identification will be required if the signatory is not known to staff.

### Before School Care

Children have the choice of breakfast – cereal, toast or the "Daily Special" as per the weekly menu. At 8.00am the children will be escorted to the Primary courtyard where they will be supervised by the duty teacher, and at 8.30am they go to their classrooms. The Year 2 and under children will be walked to the classrooms at 8.30am.

### After School Care

When the bell goes at 3.20pm students not already in the ECC move there by 3.30pm. Children have free play (supervised by staff) until afternoon snacks (as per the weekly menu) and fresh fruit are served. Once finished, the children will do their homework in the Homework Room, participate in any of the arts, craft and games activities offered, or just relax with a book or a game. Parents/Carers are asked to inform the Centre if their child has any club or other activity after normal school hours.

### Dietary Requirements

The Centre offers a variety of nutritious snacks and fresh fruit. Parents/Carers are to notify the Supervising Officer, in writing, of any dietary requirements such as food allergies or diabetes and these will be taken into consideration and catered for during both sessions.

### Dress Requirements

The children will remain in their uniforms. Aprons will be provided for any "messy" activity. Hats (please supply) and shoes must be worn when playing outside all year round.

### **Lost Property**

All items of clothing should be labelled with the child's name. There is a "Lost Property" box in the foyer of the Centre.

### **Personal Toys**

The Centre provides a wide variety of sports equipment, games and toys for all children to play with during the morning and afternoon sessions. However, if personal toys are brought to the Centre these are the responsibility of the child. The Centre will not be held accountable for damage/breakage or loss. If any toy gets damaged or lost it can cause great distress to the child. We therefore request that all personal toys are left at home.

### **Toilet Policy**

Boys and girls always use separate toilets. No more than one child at a time is allowed in the toilet. We will ensure hands are washed after use of the toilet and maintenance of privacy will be stressed.

### **Health and Safety Issues**

Universal hygiene procedures will be followed at the Centre at all times to control and/or prevent the spread of infection. All staff will maintain a high level of personal hygiene.

### **Unwell Children at the Centre**

The Centre is not able to care for children who are ill. Parents/Carers will be contacted if their child is unwell and will be expected to arrange for their child to be collected as soon as practicable.

### **Staying Healthy**

It is important that the Centre is notified if your child has been unwell or has sustained an injury since last attending the Centre. The Centre is unable to accept a sick child or staff member as there is a risk to the well being of other children and staff in the Centre. Under State health regulations there are certain conditions that will preclude your child from returning to the Centre without a clearance from a medical practitioner. These conditions are:

- ear, eye or nasal discharge
- abnormal temperature
- infectious sores
- diarrhoea or vomiting
- rash

The Centre uses the periods of exclusion detailed in "Communicable Diseases Guidelines" 2005 – WA Health Department or "Staying Healthy in Child Care" 2005. If your child becomes unwell during the day, the parents will be contacted immediately. If a parent cannot be contacted then the emergency person/s will be contacted to collect the child. If this fails the Centre will contact a doctor/hospital on your behalf. If your child becomes seriously ill or receives a serious injury at the Centre, first aid will be administered by a staff member holding a current First Aid Certificate and an ambulance called if needed. The parents will be contacted immediately.

### **Medication**

Medication will only be administered by the Supervising Officer. This medication may be:

- prescribed by a Medical Practitioner and have the original label detailing the child's name and required dosage.
- authorised by the parent/guardian if it is an over the counter medicine.
- accompanied by a Medication Form signed by parent/guardian.

Medication is not to be left in a child's bag.

### **Immunisation**

The Public Health Act 2016 (WA) and the School Education Act 1999 (WA) stipulates that registration of a child in a child care service requires the provision of an up to date AIR Immunisation History Statement. Families are requested to provide a copy of their child's Immunisation History Statement when they register for Before or After School Care.

### **Sun Protection**

Children and staff will wear hats when playing outside. The Cancer Council's sunscreen ("Everyday" water resistant SPF30+) will be applied before going outside. If parents/carers are not satisfied with our choice of sunscreen, they are welcome to supply their own for the child. This personal sunscreen is to be clearly labelled.

### **Safety Drills**

Emergency evacuation and emergency drills will be practised once a term.

### **First Aid**

All staff employed at the Centre have a current St John Senior First Aid Certificate and CPR qualification.

### **Staff**

The Centre is staffed by a team of qualified professionals who have been selected for their ability to relate to children, families and other staff and have the skills to develop a program which meets all the individual needs of children in their care. The Supervising Officer manages the day-to-day operation of the Centre and is directly responsible to the Deputy Head of Primary.

### **Accreditation**

Our Service will participate in the National Quality Improvement and Accreditation System. This is a process that recognises Centres that have adopted a well considered integrated and professional approach to providing valuable child care to our society. It is our aim to strive for the highest possible quality care for our children. For more information: [www.ncac.gov.au](http://www.ncac.gov.au)

### **Policies and Procedures**

The Management have collated a Policies and Procedures Manual which is regularly reviewed and updated to ensure that it contains current and up to date information and procedures. Policies currently being reviewed are displayed on the Parent Noticeboard and your thoughts and ideas are always welcome. Parents should familiarise themselves with the policies of the Centre.

### **Police Clearance**

All permanent and casual staff employed at the Centre will hold a current "Working With Children Check."