

# *Outside School Hours Care (OSHC) Handbook*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE

## *Contents*

OSHC Philosophy	3
License Nominees	4
OSHC Hours	4
Morning Procedures	5
Afternoon Delivery and Collection	5
Late Pick Up Policy	6
Procedure for Booking a Place in OSHC	6
Booking for Occasional Care	6
Booking for Permanent Care	6
OSHC Fees	7-8
Non Payment of Fees	8
Behaviour Management	9
Menu and Nutrition	9
Sunsmart Policy	10
Illness and Emergency	10
Anaphylaxis Management Policy	10
Grievance Policy	11
Qualified Staff in OSHC	11
Infectious Diseases	12-15

### SHIGELLA (DIARRHOEA)

1. Until Diarrhoea ceases.
2. Not excluded.

### STREPTOCOCCAL INFECTION INCLUDING SCARLET FEVER

1. Until receipt of a medical certificate of recovery from infection.
2. Not excluded.

### TRACHOMA

1. Until appropriate treatment has commenced.
2. Not excluded.

### TUBERCULOSIS

1. Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious.
2. Not excluded.

### TYPHOID & PARATYPHOID

1. Until receipt of a medical certificate of recovery from infection.
2. Not excluded unless the Medical Officer of Health or a health officer of the department considers exclusion to be necessary.

### SMOKING

In the interest of the children's health, St Andrews has designated a "NO Smoking Area". The cooperation of parents is sought in maintaining this policy,

#### PERTUSSIS (WHOOPIING COUGH)

1. Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.
2. Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.

#### POLIOMYELITIS

1. Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection.
2. Not excluded.

#### RINGWORM

1. Until appropriate treatment has commenced.
2. Not excluded.

#### ROTAVIRUS (DIARRHOEA)

1. Until Diarrhoea ceases.
2. Not excluded.

#### RUBELLA

1. Until fully recovered or at least 5 days after onset of rash.
2. Not excluded.

#### SARS

1. Excluded until receipt of a medical certificate indicating recovery from infection.
2. Excluded until examined and cleared by a medical practitioner.

#### SCABIES

1. Until appropriate treatment has commenced.
2. Not excluded.

#### ***OSHC Philosophy***

To support St. Andrews Christian College in educating the children, helping them to understand life on the basis of biblical truth and to motivate the children to walk with God and serve Him in their lives. We work with children, families, teachers and the broader St. Andrews community to ensure the successful transition between the College, OSHC and home making sure that children feel secure and confident. We also focus attention on children's physical, personal, social, emotional and spiritual wellbeing as well as cognitive aspects of learning as it pertains to lifelong learning.

*As each one has received a special gift,  
employ it in serving one another as good  
stewards of the manifold grace of God.*

*1Peter 4:10*

### ***License Nominees***

College Principal: Mrs Catriona Wansbrough  
License Representative: Mr Darren Waterworth

OSHC Co-Ordinator/Educational Leader:  
*Mrs Sally Wade*

Email: [oshc@standrews.vic.edu.au](mailto:oshc@standrews.vic.edu.au)

Phone: 8847 8399

### ***Educators:***

Jessica Wade  
Hannah Elms  
Gabby Longden  
Stacey Sibonis  
Jono Tennent  
Danielle Piccin  
Tim Sharp

### ***OSHC Hours:***

Before School Care  
7.15 am if booked  
7.30 to 8.25 am  
After School Care  
3.15 pm to 6.30 pm

### HEPATITIS B

1. Until recovery from acute attack.
2. Not excluded.

### IMPETIGO (SCHOOL SORES)

1. Until sores have fully healed.
2. The child may be allowed to return earlier provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.

### LEPROSY

1. Until receipt of a medical certificate of recovery from infection.
2. Not excluded.

### MEASLES

1. Until at least 5 days from the appearance of a rash or until Receipt of a Medical certificate of recovery from infection.
2. Non-immunised contacts must be excluded for 13 days from first appearance of rash in the last-occurring case unless immunised within 72 hours of first contact.

### MENINGOCOCCAL INFECTION

1. Until receipt of a medical certificate of recovery from infection.
2. Domiciliary contacts must be excluded until they have been receiving appropriate therapy for at least 48 hours.

### MUMPS

1. Until fully recovered.
2. Not excluded.

### PEDICULOSIS (HEAD LICE)

1. Until appropriate treatment has commenced.
2. Not excluded.

## ***Infectious Diseases***

Provided below is a list of infectious diseases and the recommended minimum period of exclusion times for schools and children's service centres. Our policy is to follow the below recommendations.

In this schedule "medical certificate" means a certificate of a legally qualified medical practitioner.

1. means exclusion of cases
2. means exclusion of contacts

### **CHICKEN POX**

1. Until fully recovered or at least 1 week after the eruption first appears.
2. Not excluded.

### **CONJUNCTIVITIS**

1. Until discharge from eyes has ceased.
2. Not excluded.

### **DIPHTHERIA**

1. Until receipt of a medical certificate or recovery from infection.
2. Domiciliary contacts excluded until investigated by the medical officer of health or a health officer of the Department and shown to be clear of infection.

### **GIARDIASIS (DIARRHOEA)**

1. Until Diarrhoea ceases.
2. Not excluded.

### **HEPATITIS (INFECTIOUS HEPATITIS)**

1. Until receipt of a medical certificate or recovery from infection, or infectious or on subsidence of symptoms.
2. Not excluded.

## ***Morning Procedures***

No child is to enter the OSHC area before 7.15am. All children are to be signed in by a parent/guardian or staff member. Children needing breakfast are to advise a staff member.

At 8.25am all children will be dismissed from OSHC. A staff member will take any Prep children to their classroom.

## ***Delivery & Collection For Afternoons***

All children in Prep will be collected from their classrooms by a staff member who will walk them to the OSHC area. Parents should write in their child's diary when he/she is required to attend OSHC. This will advise their teacher who will remind the children in their class to go to OSHC.

Parents/Guardians or a nominated person will collect their child/ren directly from the OSHC room and sign them out before leaving the room.

Any child/ren remaining at the pick-up area or in the school grounds at 3.45pm will be directed to the OSHC area. The duty teacher will sign them in and the appropriate OSHC fees will be issued.

Each child must be signed out of care. Please note, any person nominated to collect a child/ren from OSHC must be listed on the registration form or the OSHC co-ordinator advised before the person arrives to collect.

No child will be handed over to a person we have not been told about.

No child will ever be left on their own while waiting to be collected.

### ***Late Pick Up Policy***

All children need to be collected by 6.30 pm. For late pick up there will be an extra \$6.00 for every 10 minutes per family.

### ***Procedure for Booking a Place in OSHC***

It is necessary that all children are pre-booked into the OSHC service. This is to ensure that the correct child/staff ratios and food arrangements are in place. As OSHC Educators we will search for your child/ren if they do not arrive to OSHC if they have previously been listed to attend.

### ***Booking For Occasional Care***

- Mark in child's diary to go to OSHC, so their teacher knows to remind them in the afternoon to attend OSHC.
- Use the diary at OSHC reception desk and write in the appropriate day whether your child/ren are attending or
- Send an email to [oshc@standrews.vic.edu.au](mailto:oshc@standrews.vic.edu.au) advising the Coordinator whether your child/ren are attending or not, preferable giving 24 hours notice.

### ***Booking For Permanent Care***

1. If your child/ren are coming regularly please advise the Coordinator who will put them into the computer system. This means your child/ren will automatically registered and included on the attendance list each day they are attending.
2. When there is a change to your child/ren attendance routine, an email or using the diary at OSHC reception desk will advise the Coordinator to amend our records. If notice is not received an absent charge will be issued.

### ***Grievance Policy***

Please address all grievances to the OSHC Coordinator, Sally Wade who can be contacted on 9800 0473.

All complaints and concerns will be addressed as soon as practicable as discreetly as practicable in the circumstances.

If you feel it is necessary to discuss any issue further contact can be made with the License Representative, Mr Darren Waterworth or College Principal, Mrs Catriona Wansbrough. You may also contact the Department of Education & Early Childhood Development. Contact details are as follows:  
Level 3, 295 Springvale Road, Glen Waverley (Ph. 9265 2400)

### ***Qualified Staff in OSHC***

Regulations require that the OSHC Coordinator will have received a Dip in Children Services and Educators/Assistants have a Cert III in Children Services or a diploma level education. Currently the Coordinator has obtained a Cert IV and Diploma in Children Services and is therefore fully qualified.

All assistants are working towards a Diploma certificate and are therefore qualified.

All staff members have First Aid Level 2 with CPR, the Anaphylaxis Management Certificate and have undergone Emergency Asthma Training. All OSHC have a current Working with Children Card.

Staff members will only be employed if they have gained the required qualification (as government regulations state) or be working towards obtaining the correct qualification.

## ***Sun smart Policy***

In Term 1 and Term 4, OSHC follows College requirement that all children need to be wearing a hat when outside. We provide a yellow hat and sunscreen during this time.

However, in Terms 2 and 3 the yellow hats are also worn as a safety measure so all children can be seen while outside.

The College Sunsmart Policy can be located on our website: <http://www.standrews.vic.edu.au/policies.html>

## ***Illness & Emergency***

A child who is suffering from an illness should be kept away from the service, following the school policy for each possible illness. Any injury sustained by a child while attending OSHC will be cared for with the recommended first aid procedures.

Any child taken ill or injured must report to a staff member. All children who are treated with first aid will be issued with a notice providing a summary of the treatment administered to take home to their parents.

## ***Anaphylaxis Management Policy***

Once a child has been enrolled and OSHC notified that he/she has an allergic reaction which needs an EpiPen, a photo of the child and their management plan will be left in a prominent place so staff are aware of the required action if a reaction occurs. The allergy will also be printed on the daily attendance list if they are pre-booked into OSHC, so the allergy is noted when food is prepared.

All staff have completed training in how to administer an EpiPen and attend yearly refresher courses.

## ***OSHC Fees***

Our OSHC service supports a fee system that is affordable and accessible to all families and ensures the service remains financial viability. The Australian Government provides financial assistance, through Child Care Benefit (CCB) which is income tested, and the Child Care Rebate (CCR) which is not income tested and pays up to 50% of your out of pocket child care costs.

The majority of families are eligible to receive CCR, but need to register on the Department of Human Services website [humanservices.gov.au/childcarebenefit](http://humanservices.gov.au/childcarebenefit) or by phoning Centrelink on 136 150. Child Care Benefit can be received as reduced fees or a lump sum payment at the end of the financial year. This may be paid directly to our service, if requested when you register with the Department of Human Services, leaving just the 'gap' to be paid to the service.

Each child who uses the service as a casual or regular user needs to be registered. Please obtain a registration form from Reception or the OSHC area. If a parent/guardian is unexpectedly late and their child/ren have been sent to OSHC, a charge will be sent home at the end of each week or as soon as possible.

Regular or casual users fees will be processed as a direct debit to a nominated bank account (no extra fee) or credit card (1% surcharge will be added) fortnightly. Statements will be emailed advising details of the fees charged and the amount that will be deducted. Please ensure that the OSHC Coordinator has your details for Direct debit. All accounts are produced by Sally Wade, OSHC Coordinator.

Your child/ren must be booked into the service each time it is needed or withdrawn if there is a change to a regular booking. If a booking has been made but child/ren do not attend without advising OSHC staff there will still be an absent fee charged (up to 42 absent days can be claimed from CCMS). Booking is essential so that we can be assured that our staff:child ratio meets the National Quality Standards and Regulations.

<b>BEFORE SCHOOL CARE FEES</b> (BREAKFAST CAN BE SERVED IF REQUIRED)	
7.15 am—8.25am	\$9.50
7.55am—8.25am	\$4.50
<b>AFTER SCHOOL CARE FEES</b>	
Up to 1 hour	\$9.50
Up to 2 hours	\$17.50
Up to 3 hours	\$23.50
Late Fee	\$6.00 per 10 minutes
Booked but not attend without notice Centrelink rebate will still apply for 42 absents per year	\$9.50
Attend longer than 30 minutes without booking	\$3.00 extra

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

It is a requirement that fees are paid within seven days after the statement is issued if direct debit is not being used. If fees remain outstanding it is the discretion of the Coordinator or Licence Representative to restrict your child/ren from attending OSHC until payment is received. OSHC fees can also be added to the College fees for payment. Any difficulties encountered in paying fees should be discussed with the Coordinator, Sally Wade, or License Representative, Darren Waterworth

### ***Behaviour Management***

It is expected that children, parents and staff of OSHC will work together in a supportive and positive way.

Parents are advised to contact the Coordinator if they become aware of any bad behaviour directed at their child/ren.

Parents will be notified when a child's bad behaviour continues, and if a child's behaviour does not improve that will not be able to attend OSHC.

Any child who leaves the OSHC area without permission or whose behaviour is unacceptable, we reserve the right to request that their usage of the service be no longer accepted.

### ***Menu & Nutrition***

A nutritious and varied afternoon tea is provided everyday, which promotes growth and development. There is limited cordial and occasionally milk but water is always available to drink. Food is individually served to avoid unfairness in the size of the serve. Once all children have had some food there are often times when seconds or thirds are available if the child chooses to partake.

All children with allergies to food types will be served first to ensure the correct food is being served and there will be two Educators making that decision.

Also available is a variety of fruit which may be eaten at any time a child requests.