

West Pymble  
Out of School Care

FAMILY HANDBOOK



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# WEST PYMBLE OUT OF SCHOOL CARE - FAMILY HANDBOOK

Publication date January 2020

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*Welcome to West Pymble Out of School Care Inc. (WPOOSC).*

*Our service includes Before and After Care.*

*Our Centre is registered for 75 places in mornings and 100 afternoon places.*

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While WPOOSC is independent of West Pymble Public School, we have a close relationship with the school and work together on many issues to ensure the smooth running of the Centre.

Please take the time to read this handbook carefully as it contains both operating procedures and policies of the Centre.

## *OUR PHILOSOPHY*

*We aim to provide a safe, healthy, caring and welcoming environment for school-age children, to accept and value every child regardless of race, cultural background, religion, gender or ability. We encourage individual interests and foster independence in a stimulating environment. We maintain positive communication and relationships between staff, children, families, school and community. Programming will support the natural and structured play that children initiate and in which they engage.*

## HOW THE CENTRE OPERATES

### OPENING DAYS AND HOURS

West Pymble Out of School Care is open Monday to Friday every week during the school term.

Centre Hours: *Before School Care:* 7.30 am –9.00 am *After School Care:* 3.00 pm –6.00 pm

**No child is to be left at the Centre outside these hours.**

### CENTRE POLICIES & QUALITY IMPROVEMENT PLAN



A copy of West Pymble Out of School Care Policies and our NQF QIP (*National Quality Framework Quality Improvement Plan*), is available in the foyer and on our website, families are encouraged to familiarise themselves with them.

## MANAGEMENT COMMITTEE

WPOOSC is a not-for-profit (**NFP**) incorporated association with an unpaid, volunteer Management Committee made up of parents of students of the Centre. Selection of our Director, policy matters and general oversight of the Centre are the responsibility of the West Pymble Out of School Care Management Committee. Committee Meetings are held one evening per term. Our Annual General Meeting is held on the same evening as Term 1's committee meeting.



Committee members are nominated and elected at the Annual General Meeting. The Committee consists of: A President, Vice-President, Secretary, Treasurer and ordinary committee members (minimum of two).

Did you know under the WPOOSC Constitution, when new families register with the Centre, they automatically become members of the Centre with voting rights?

We encourage all our school care families to attend any of our Committee meetings, either just to observe, to hear about the important issues facing the Centre or to find out where your various knowledge and skills could be useful to assist the Centre (not forgetting that we are a NFP and rely on the generosity of our volunteers!).

We also urge families to consider joining our Management Committee. We always welcome the addition of new ordinary committee members. The more the merrier and together we can make a difference to the quality of this very important service that the Centre provides to the WPPS school community.



## PLACES

We aim to provide places for students of West Pymble Public School (**WPPS**) needing care during out of school hours. We will not discriminate against any families needing care, however, priority of access will be determined by government guidelines and our registration policy.

## PRIORITY OF ACCESS

**First Priority:** a child at risk of serious abuse or neglect

**Second Priority:** firstly, a child of a single parent who satisfies the work/training/study test, followed by parents who both satisfy, the work/training/study test. This is guided by Section 14 of the 'A New Tax System (Family Assistance) Act 1999'

**Third Priority:** any other child

**THE TREATMENT OF CHILDREN WITH SPECIAL NEEDS** - We will not discriminate against any child or families who have additional needs. Our Centre works closely with our local Inclusion Support Agency teams and, depending on the needs, we endeavour to meet them. We can provide extra equipment and staff. Please arrange an appointment to discuss any special needs with the Director.

## FEES

Fee schedules are based on the provision of quality care. The fee level is kept as low as possible to allow access to all working parents of WPPS, while providing acceptable working conditions for staff. Term fees are due in advance, INVOICES are sent out in week 2 of each term and are due by week 4 for the term. Family are required to login in to the HUBWORKS Parent Portal to keep details up to date, view statements, these are always available via your login to HUBWORKS and are purely for your information Current account balances are also available. Please visit our website for a helpfile on using the *parent portal*. The Director is available to discuss these with you if required, and if necessary, set up a payment plan. Invoices are emailed from our CCSS software HUBWORKS. Please ensure that you check your inbox regularly.

Before Care per child		After Care per child		Registration: paid annually
Permanent	Casual	Permanent	Casual	
\$12.00	\$14.00	\$24.00	\$28.00	\$40.00 per family per year

## ADDITIONAL FEES

The Centre has adopted the following procedures and additional fees to cover the costs of two staff members staying late.



*Late collection of children:* Parents must ring the Centre if you know that you will be late to pick up your child. Late collection of your child (after 6.00 pm) will incur a penalty fee. This fee is \$15 for the first 15 minutes or part thereof of extra time. For the second 15 minutes or part thereof, the fee will be \$30 and will remain at \$30 per 15 minutes or part thereof until the child is collected. This fee will be charged per child. Parents are granted a maximum of three late collections per term before a warning is issued.

In the event of your child not being collected by 7 pm and all emergency contacts being exhausted, the local police will be contacted.

In addition, *Unexplained Absence* will incur a charge of 100% of the session fee per occasion. Notification by email must be made before commencement of the booked session/s. In emergencies we will accept telephone calls. In the mornings we expect notification by 7.30am and in the afternoons by 2.30pm. West Pymble Public School does not notify us of absences.

## REGISTRATION

Regulation requires that Parents wishing to use the service must register their children. Registration is \$40.00 annually per family. Existing families are billed in Term 1 and new families must pay on registration. All Families must re-register and complete a new enrolment form for each school year. Incomplete forms will not be processed.

## CHILDCARE ASSISTANCE

### Child Care Rebate

Government assistance is available for all families. Rebates are made directly to the Centre by the Department of Human Services. The payment of Childcare Assistance by Centre Link is dependent

on parents keeping their fee payments up-to-date and signing in and out as required. In addition, CentreLink has imposed a new ruling around immunisation schedules.

All attendance records are submitted to Dept of Education and Childcare and Dept of Human Services, absences are monitored and can affect your childcare benefit.

## PAYMENTS

WPOOSC prefers payment by *DIRECT DEPOSIT* to our bank account but *CASH* or *CHEQUES* will be accepted by staff for fees or registration payment. Please ensure that your email address is current. Families with permanent bookings will have any fees incurred for casual bookings included on their account within the fortnight after the care. Arrears over 28 days may result in cancellation of the child's out of school care booking. If payment is a problem please see the Director as soon as possible to work out an arrangement. In the case of permanent bookings, fees are paid for the days your child is booked into the Centre, including times when your child is absent due to illness or holidays. Special consideration may be given to children who are absent for a lengthy period due to illness. This will be on a case-by-case basis.

When taking holidays during term, prior notice in writing (dated and signed), email is acceptable, must be given to the Director. Fees will still be applied during extended periods of absence unless care has been cancelled, with two weeks' notice in writing (dated and signed).

Permanent Before and After Care bookings are not charged during school holidays, pupil free days and Public Holidays. All fees must be finalised at the end of the year before families can re-register for the following year. Failing to finalise accounts may jeopardise your placement.

## BOOKINGS

Places can only be secured with the completion of your Registration & Enrolment Forms.

*Permanent Booking*-these are regular bookings for 1-5 mornings/afternoons per week.

Permanent bookings must be paid for whether your child is in attendance or not. Please note that a cancellation of a permanent booking must be made in writing 2 weeks in advance and must be dated and signed.

*Casual Bookings*: -these are bookings that are irregular. These can be made a few days in advance. Emergency bookings can also be made. Please note that casual bookings can only be made if places are available for that day. Cancellation less than 24 hours prior will be billed the full casual rate for the session as we schedule staff according to attendance.

## CONTACTS

The telephone number for the Centre is 9418 1918 and the email address is [coordinator@wpoosc.com.au](mailto:coordinator@wpoosc.com.au). Our website is [www.wpoosc.com.au](http://www.wpoosc.com.au). Please do not hesitate to contact the Centre if the need arises. If the phone is not answered immediately during operating hours, leave a message or call again in a few minutes. Please do not leave messages for WPOOSC with the School **at any time**, as we may not receive your message and adds to the workload of the admin staff.

Please note that it is not possible to talk at length between 2-4 pm. If you need an appointment this can be arranged with the Director.

## ARRIVAL AND DEPARTURE

Our care of your child begins when they are signed in. The comfort, safety and wellbeing of your child is our highest priority and therefore the process of signing them in and out is also very important. (Staff will sign them out of WPOOSC before school and into WPOOSC after school). It is also a regulated process and therefore a legal obligation and all records are retained for 3 years after final attendance.



**We are currently following the guidelines of the Dept. of Education and Dept. of Health on processing arrivals and departures and internal infection control in our centre. All children are met and collected from the school gate on Apollo Avenue ONLY. This process supersedes our normal practice.**

WPOOSC aims to provide a procedure for dropping off and picking up children, which is clear and ensures the safety and wellbeing of the children in our care. Children are not to be left at the Centre at any time prior to the opening of the Centre, which is 7.30 am. On arrival, the person bringing the child is responsible to sign in the child, indicating the time of arrival. The person dropping off must ensure that a staff member is aware of the child's presence before leaving the Centre. Each authorised person will be issued an Electronic Sign-In I.D. (ESI) on request, please do not share your number and PIN with other members of the family. We may NEED to know who signed in/out.

Children must be collected by the closing of the Centre at 6.00 pm. The authorised person who is collecting the child must sign the child out of the Centre, and ensure that a staff member is aware that they are taking the child from the Centre. Children are not to be collected by persons under the age of 18 unless the child's parent or guardian has given the Centre written permission in a formal letter (not an email) and accepts full responsibility. If a child is to be collected by anyone other than those listed on the enrolment form, parents must inform staff prior to pick-up. If the person is not recorded on the enrolment form, the parent must contact the Director/staff and provide written authorisation prior to pick up. Any person picking up who is unknown to staff must bring photo I.D. The Centre will not release a child until proper authorisation has been received.

## ABSENT CHILDREN

WPOOSC prioritises the safety of all the children in our care at all times and will take all necessary steps to ensure the safety and welfare of the children by ensuring clear communications and cooperation between the Centre, parents and the school. Parents are to advise the Centre if their child will be absent on a day they are booked into care. Parents should, as early as possible, email or speak to a senior staff member in the office so it can be diarised that the child will not be attending. In emergencies we will accept a phone call / phone message to the Centre.

Should a child not be present at the afternoon session and no notification of the expected absence has been received, staff will:

- ◆ Ask the other children if they have knowledge of where the child might be



- ◆ Contact the parents
- ◆ Approach the school office and ask for information regarding the child's attendance at school
- ◆ Arrange for appropriate staffing levels and send a staff member to look in the local area and follow up on any leads regarding the child going to a friend's home

If parents are not available, staff will continue to call until a contact is made. If no contact can be made after a reasonable time, then an authorised person on the child's enrolment form will be contacted to try to find out further details.



Once all of the above steps have been taken the child will be considered missing and staff will follow recommended procedure, (*See WPOOSC Policy*) and contact the police.

If the child was absent during the school day, or collected directly from school, the parents will be reminded of their requirement to contact the Director to notify of absence and an additional charge of 100% of the session fee will be added to the account, i.e. the session fee plus the penalty fee will be charged.

## ILLNESS AND INFECTIOUS DISEASES

We aim to provide a safe and hygienic environment that will promote the health of the children and staff. As the care needs of a sick child cannot be met without drastically reducing the general level of supervision of the other children, or risking other children's health, parents are asked not to bring sick children to the Centre and to quickly collect children who are unwell.

Children with infectious diseases will be excluded from the Centre for the period recommended by the Department of Health. A child will be considered sick if he/she:

- Has any symptoms of respiratory illness
- Has a fever over 38 degrees Celsius
- Vomits or has diarrhoea
- Is crying constantly from discomfort
- Is in need of one to one care
- Has an infectious disease
- Sleeps at unusual times/is lethargic

## ADMINISTRATION OF MEDICINE

To ensure the interests of staff, children and parents are not compromised, medication will only be administered with the explicit permission of the parents or in the case of an emergency, with the permission of a medical practitioner. Parents who wish medication to be administered to their child at the Centre will need to complete the medication form. Medication must be given directly to an authorised staff member and not left in the child's bag. All medication must be within expiry dates and in original pharmacy containers. If medicine is to be collected from WPPS office after the school day we must be notified in writing.

## ALLERGIES

We aim to provide safe and effective care of children by ensuring staff are fully aware of reactions to, and management of, any child's allergies. Staff must be made fully aware of the allergy type, reaction, triggers and the ongoing management of any child's allergies. WPOOSC does not allow any nut products within the Centre. All ACTION PLANS must be updated every year and medications such as EpiPen® and Ventolin® replaced timeously. A full consultation will be arranged.

## FIRST AID

First aid equipment and facilities are available to all staff, children and visitors in the Centre and on excursions. All permanent staff in the Centre have a *HLTAID004* First Aid Certificate and we encourage all casual staff to work toward a current first aid certificate.

## ACCIDENT

We will ensure the safety and well-being of staff, children and visitors within the Centre, through the proper care and attention in the event of an accident. WPOOSC will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. Parents will be informed immediately where the accident is serious or involves the head. Parents must ensure that their designated emergency contacts and their doctors' contact numbers are up to date. The Centre will seek medical, hospital and/or ambulance assistance in the case of an emergency

## SUN PROTECTION

We aim to ensure that all children attending the Centre will be protected from the sun. Children and staff must wear protective clothing when outside such as hats that protect their face, ears and neck and shirts that cover their shoulders and necks. Children who do not have a hat must play in a sheltered area –the Centre enforces a policy of “no hat - play in the shade”. An SPF 30+, broad spectrum, water-resistant sunscreen will be made available in the Centre.

## OUR EDUCATORS

We believe that educators are the most valuable asset to the quality of care provided and that employing and keeping high quality educators is imperative. We aim to employ the best possible educators and ensure they are fit and proper for employment in children's services. Educators receive clear guidelines regarding the expectations for their conduct and are encouraged and supported to further their skills via professional development opportunities.

## PRIVATE EMPLOYMENT OF WPOOSC STAFF BY CENTRE USERS

Some staff members on occasion have undertaken private care arrangements for families. The following points must be observed:

- WPOOSC is not responsible for either registered children or WPOOSC staff outside the Centre.

- Staff members hired by families to collect children from the Centre must have a permission letter signed by a parent, and the parent must include the staff member's name on the child's enrolment collection details.
- WPOOSC is responsible: Once the child is signed into the Centre, up until the child is signed out of the Centre only.

## NATIONAL QUALITY FRAMEWORK

National Quality Framework is a system developed to ensure that school aged children in outside school hours care have stimulating, positive experiences and interactions that foster their self-esteem and confidence. A copy of our QIP, *Quality Improvement Plan*, is available in the foyer and on our website. Outside of Hours Care operates and incorporates their daily program to meet the requirements of the 'My Time, Our Place' Framework through the following five Outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

*West Pymble Out of School Care has been accredited under the new Department of Education and Communities system as MEETING NATIONAL STANDARDS.*



## DAILY PROGRAM

Our Daily Journal is displayed in the foyer and allows educators to document children's activities, please check regularly for a glimpse of your child's day. Learning stories relating to activities are available on the display board.

In line with our philosophy, WPOOSC's program is based on the My Time, Our Place Framework for School Aged Children and input from families, children, educators and the local community. Open ended experiences allow children to explore, investigate and make decisions about their own activities and play experiences at the Centre. At WPOOSC educators are responsive to all children's strengths, abilities and interests. Programs are designed in consultation with the children and based on each child's social, physical, emotional, recreational, intellectual and creative developmental needs. Children are free to choose their own activities or to participate in planned activities. The program aims to provide activities to suit all ages and interest, both indoors and outdoors. Craft and art activities are a normal part of the children's leisure activities and are offered every day.

Children have a wide choice of structured and non-structured activities, which include:

- Use of the playground equipment
- Homework -children may do homework, but no tutoring is provided.
- Arts & Crafts: Activities such as painting, clay, sewing, junk construction, drawing.
- Cooking: Designed to interest boys and girls. Includes sweet, savoury and multicultural cooking.

- Sport: Encouraged through provision of skipping ropes, tennis racquets, balls and other equipment to use in the playground.
- Free Time: encouraged to provide personal choice in reading, talking, board games, art and quiet time.
- DVD's and electronic games may be accessed and shown during care hours, particularly during inclement weather. Children's movies are rated G /PG

Our Art and Craft is themed fortnightly and relates to current events, occasions and holidays. Children are encouraged to help plan for the week. Additionally, children & parents are invited to comment on activities. Our Educational Leader sends out a summary of the terms activities.

## FOOD AND NUTRITION

While we have restrictions due to COVID-19 we have a reduced menu. We are avoiding foods that require reuse of cups, bowls and plates. All children MUST bring a water bottle each day. If a bottle is missing, we will supply a disposable cup for reuse through the day.

Afternoon tea is provided each day and consists of a healthy variety of fruit, vegetables, sandwiches, or crackers. A breakfast snack of toast – plain or raisin is served from 8am to 8.20am each day. We have a weekly program board, which shows both the activities and afternoon tea menu for the week. A copy of the menu is posted to our website.

## TRANSITION TO KINDERGARTEN

Our Educational Leader has developed a routine to enhance a smooth transition to kindergarten. Activities and schedules are adapted to minimise difficulties in the first weeks of school. At the start of the school year WPPS sets an earlier finish time of 2.30 pm for kindy for several weeks to avoid the children being overwhelmed by the rush at the end of the day. WPOOSC structures our schedule to accommodate the earlier finish time. All kindy children are taken to, and collected from, their classes for Term 1 & 2 and thereafter they are supervised from a safe distance to allow them to develop independence. Each Kindergarten teacher is issued an Out of school Care Attendance Schedule for each day.

For the balance of the year the kindy children go independently to their classrooms before bell time, they are reminded to keep sun safe and pack away belongings such as personal items, jackets and home readers – we discourage bringing toys from home to minimise loss. Older children at WPOOSC are encouraged to assist new children in settling in and everybody very quickly learns the names of the new kindy children.



## CHILD MANAGEMENT

WPOOSC aims to provide an environment that encourages cooperation and positive interactions between all persons involved with the Centre. Positive behaviour will be encouraged and self-discipline skills developed through positive example and direction. Rules based on safety, respect for others, order and cleanliness help create a caring environment. All children attending WPOOSC will be expected to observe the following guidelines at all times:

- Children are to be courteous to each other and the staff.
- Boundaries imposed by the Centre must be observed.
- Children must refrain from using physical violence and bad language
- Children must not use the equipment to place other children at risk.
- Children must not leave the Centre other than at departure time with an appropriate adult (unless otherwise arranged).
- Bullying in any form will not be tolerated at the Centre.
- Allow your child time to tidy their activity before leaving in the afternoon.

On occasions when a child acts in an unsafe manner or interferes with other children, staff will take disciplinary action. WPOOSC's practice is for staff to:

- Warn the child that their behaviour is unacceptable.
- If the warning goes unheeded the *redirection* option is used to provide a calming down period. Parents may be called and asked to collect their child from the Centre.
- Early Stage 1 children are encouraged to talk to staff about their actions and alternative behaviour.
- Primary children are encouraged to write down their actions and to write alternative positive actions/behaviours and to apologise directly to other children involved if necessary.
- It is NEVER appropriate for a parent to question or discipline any child other than their own.

If disruptive behaviour continues a letter will be sent home requesting an interview with the parent(s) to devise an adequate solution. For full details please refer to our Policy Manual. WPOOSC reserves the right to cancel a child's registration in extreme cases.

Parents will be liable for any costs that are incurred as a result of their child's behaviour.

Please Note: WPOOSC liaises with the WPPS Executive staff on child management issues in order to present a consistent approach to behaviour management. To facilitate this liaison the Centre may provide information to the school on specific child behaviour. In registering a child at WPOOSC parents acknowledge and consent to your child's behavioural and other personal information being shared between WPOOSC and WPPS and vice versa.



## CODE OF CONDUCT FOR CHILDREN

*We encourage parents to discuss the Code of Conduct with their child and ensure that the child understands the code*

### **I WILL RESPECT ALL STAFF MEMBERS, STUDENTS, PARENTS AND VISITORS TO SCHOOL CARE**

*Follow Instructions Politely  
Speak and Behave in a Kind and Friendly Manner  
Treat Others Kindly, Do Not Tease, Swear Fight or Use Hurtful Language  
Take Care of Toys, Buildings and Playground Equipment  
Don't Damage Plants or Harm the Environment  
Don't Drop Litter and tidy up when finished a game  
Wear Our School Uniform Correctly*

### **I WILL BEHAVE SAFELY AT SCHOOL CARE**

*Play Safe Games in Safe Areas  
Stay Within Boundary Areas  
Follow All Playground Procedures and Routines  
No Hat, Stay in Shade  
No Climbing Trees*



### **I WILL TRY TO WORK OUT MY PROBLEMS SENSIBLY**

*Play by the Rules  
Go to an Educator or an Older Student for Help If I Have Problems*

### **I WILL WALK SENSIBLY INSIDE SCHOOL CARE AND, IN THE PLAYGROUND,**

*Don't Run on Concrete  
Don't run inside*

## WORKPLACE HEALTH AND SAFETY

We follow the recommended guidelines of the NSW Dept. of Health as well as *Safe Work Australia*. Under the NSW *Workplace Health and Safety Act* employees have the responsibility to draw their employer's attention to health and safety hazards in the workplace. The employer has the responsibility, once the problem is raised, to take steps to prevent the hazard from continuing.

Threatening or abusive behaviour towards staff **will not be tolerated** at the Centre. WPOOSC's policy is to provide a safe workplace under *Occupational Health and Safety Act* and threatening behaviour may in some circumstances be regarded as a criminal act. All such behaviour will be recorded and referred to the Management Committee and/or the Police.

Parents behaving in an unacceptable manner will receive a warning in writing. If behaviour is repeated, family registration at the Centre will be suspended and may ultimately be cancelled.

## EMERGENCY PROCEDURES

We aim to provide an environment that provides for the safety and well-being of the children at all times. All children and staff will be aware of, and practiced in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence, these procedures will be immediately undertaken. Evacuation procedures are practiced once every term with spontaneous drills done regularly. Further details are available in our Policy document

## HYGIENE

We follow the recommended guidelines of the NSW Dept of Health. All peoples in the Centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practices. All permanent staff are trained in safe food handling. Children are frequently reminded about handwashing.

## CHILD PROTECTION

The welfare of all children is of paramount importance and WPPOSC has an obligation to defend the child's right to care and protection. Staff and management have a responsibility to take action to protect children they suspect may be abused or neglected. Our Centre will carry out the responsibilities of mandatory reporters as indicated under legislation. This responsibility involves following the procedures as outlined by the NSW Department of Community Services and the Commission for Children and Young People. A mandatory reporter is someone who is required by law to make a report to The Dept. Of Child Services if they have concerns about the safety, welfare or well-being of a child.

In relation to Out of School Care services, mandatory reporters can be:

- Staff who deliver services to children; and/or
- Members of the Management Committee.

## MAINTENANCE OF RECORDS

WPOOSC aims to ensure that all appropriate and required records are kept for the specified length of time. The Centre will protect the privacy and confidentiality of families, staff and management of the Centre, by ensuring that records and information are kept in a secure place and only disclosed to people who have a legal right to know.



## STORAGE OF DANGEROUS SUBSTANCES AND EQUIPMENT

We aim to provide an environment that is safe and with no risk to the health and well-being of the children, staff or parents. We will ensure that all activities undertaken while the service is in operation will not be potentially hazardous, and that all hazardous materials will be stored such they are inaccessible to the children at the Centre

## PROCEDURES FOR HANDLING COMPLAINTS

WPOOSC aims to ensure that parents feel free to communicate any concerns they have in relation to the Centre, staff, management, program or policies.



If a parent has a complaint about the service, they should make a time to meet with the Director to discuss their concerns and come to a resolution to address the issue.

If the complaint is not handled to the parent's satisfaction, they should contact the President or a nominated delegate of the Management Committee, either in writing or verbally.

The parent's complaint is to be recorded and dated, indicating the issue of concern and how it was resolved. If a complaint cannot be resolved internally, an independent third party may be consulted

## INSURANCE

The Centre holds Public Liability and Professional Indemnity Insurance





## SCHEDULE

### BEFORE SCHOOL CARE

7.30 am - Centre opens, prior to this time staff are preparing for the day. Please wait at the gate.

Children may arrive at varied times, but please remember if your child is

booked in you may not sign our register unless the child will remain at the Centre. This means you may not arrive at bell time, send the child to class and sign the register to avoid an absence.

Low-key craft activities and outdoor play including sports

On occasional days we may have games on the Wii.

8.00-8.20 am - We serve a breakfast snack such as toast

8.30 am - Outdoor equipment is packed away

8.40 am - All craft is tidied

8.40 - 8.50 am - Children with a signed permission may join their friends in the playground under the supervision of the School Duty Teacher

8.50 – 9.10 am in Term 1 & 2 Kindergarten children remain until the school bell rings

9.00 am – Term 3 & 4 Kindergarten children leave, supervised until bell rings



### AFTER SCHOOL CARE

3.10 pm - Centre opens

Staff check that expected children have arrived and supervise those leaving for extra-curricular activities. Children are signed in by staff.

From 3.20 pm - The children go to wash their hands and return for a snack from our weekly menu of sandwiches, fruit, and salad vegetables. At times, we have a 'special' item e.g. crackers & cheese, Jaffles, pasta or introduce a multi-cultural dish.

The children sit in groups to enjoy their tea, they tidy their plates, put compostable items to a tub for our garden and clear up any rubbish.

Afternoon play commences with 2 to 3 different physical activities. On hot days we may go inside straight away but generally we all spend some time outside.

Children may go inside for a variety of craft or games. Children's requests are met where possible or the request is added to our programme for scheduling another day.

On rainy days or when very hot when we can't be outdoors, we have the option to spend time in the school hall or watch a video.

Once outdoor play is packed away all children come inside to read or play board games.

6 pm - Centre closes







**Our service includes  
Before and After Care.**

*Please take the  
time to read this  
handbook  
carefully as it  
contains both  
operating  
procedures and  
policies of the  
Centre.*

*While WPOOSC is  
independent of  
West Pymble  
Public School, we  
have a close  
relationship with  
the school and  
work together on  
many issues to  
ensure the smooth  
running of the  
Centre*

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