

West Pymble
Out of School Care

FAMILY HANDBOOK



2017-2018

Contents

WEST PYMBLE OUT OF SCHOOL CARE - FAMILY HANDBOOK1

OUR PHILOSOPHY1

HOW THE CENTRE OPERATES1

 OPENING DAYS AND HOURS1

 CENTRE POLICIES1

 MANAGEMENT COMMITTEE2

 PARENTAL INVOLVEMENT / ACCESS2

 PRIORITY OF ACCESS2

 THE TREATMENT OF CHILDREN WITH SPECIAL NEEDS.....2

 FEES3

 ADDITIONAL FEES3

 REGISTRATION3

 CHILDCARE ASSISTANCE4

 Childcare Benefit (CCB) and Childcare Rebate (CCR)4

 PAYMENTS.....4

 BOOKINGS4

 CONTACTS5

 ARRIVAL AND DEPARTURE5

 ABSENT CHILDREN.....5

 ILLNESS AND INFECTIOUS DISEASES.....6

 ADMINISTRATION OF MEDICINE6

 ALLERGIES.....7

 FIRST AID7

 ACCIDENT7

 SUN PROTECTION7

OUR EDUCATORS7

PRIVATE EMPLOYMENT OF WPOOSC STAFF BY CENTRE USERS	7
NATIONAL QUALITY FRAMEWORK	8
DAILY PROGRAM	8
TRANSITION TO KINDERGARTEN	9
CHILD MANAGEMENT	9
FOOD AND NUTRITION	9
CODE OF CONDUCT FOR CHILDREN.....	11
WORKPLACE HEALTH AND SAFETY	12
EMERGENCY PROCEDURES.....	12
HYGIENE	12
CHILD PROTECTION	12
MAINTENANCE OF RECORDS.....	13
STORAGE OF DANGEROUS SUBSTANCES & DANGEROUS EQUIPMENT ..	13
PROCEDURES FOR HANDLING COMPLAINTS.....	13
INSURANCE.....	13
SCHEDULE	14
BEFORE SCHOOL CARE	14
AFTER SCHOOL CARE	14



WEST PYMBLE OUT OF SCHOOL CARE - FAMILY HANDBOOK

Publication date September 2015

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

Our service includes Before and After Care.

Our Centre is registered for 75 places

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 National Quality Framework QIP is available in the foyer, families are encouraged to familiarise themselves with them.

MANAGEMENT COMMITTEE

WPOOSC is a not-for-profit incorporated association with an unpaid, volunteer Management Committee. Selection of our Coordinator and Assistant Coordinator and policy matters are the responsibility of the West Pymble Out Of School Care Management Committee. Meetings are held in the evening, once per term.



Committee members are nominated and elected at the Annual Year-End Christmas Party. The Committee consists of: President, Vice-President, Secretary and ordinary committee members. A representative of West Pymble Public School and the Coordinator attend meetings on an ex-officio basis. We also encourage our school care families to become members of the WPPS P&C as many topics have a bearing on OOSC.

PLACES

We aim to provide places for school-aged children 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.

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 will provide extra equipment and staff. Please arrange an appointment to discuss any special needs with the Coordinator

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, 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. STATEMENTS are sent every 4 weeks and purely for your information. The Coordinator is available to discuss these with you if required, and if necessary set up a payment plan.

Effective from July 2016

Before Care per child		After Care per child		Registration: paid annually
Permanent	Casual	Permanent	Casual	
\$10.50	\$12.60	\$21.00	\$25.20	\$36.75 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 fee of \$15.00 per child, plus an additional \$15.00 per quarter hour or part thereof, this amount will be added to your account and is due on receipt of account.



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

Parents are granted a maximum of three late collections per term before a warning is issued.

In addition [Unexplained Absence](#) will incur a charge of \$10 per occasion. Notification by email must be made before commencement of the booked session/s. In emergencies we will accept telephone calls.

REGISTRATION

Regulation requires that Parents wishing to use the service must register their children. Registration is \$36.75 annually per family. Existing families are billed in Term 1 and new families must pay on registration. Families must re-register and may need to complete a new enrolment form for the following school year. Incomplete forms will not be processed.

CHILDCARE ASSISTANCE

Childcare Benefit (CCB) and Childcare Rebate (CCR)

Government assistance is available for all families. Our preference is for benefits and rebates to be made directly to the centre. The payment of Childcare Assistance by CentreLink 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 Coordinator 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) must be given to the Coordinator. Fees will still be applied during extended periods of absence unless care has been cancelled, with one 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 return of your completed Registration Form.

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 1 week in advance and must be dated and signed.

Casual Bookings: -these are bookings that are irregular. These can be made in advance.

Emergency bookings can also be made. Please note that casual bookings can only be made if places are available for that day



CONTACTS

The telephone number for the Centre is 9418 1918. 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 Centre messages with the School **at any time**, as we may not receive your message.

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 coordinator.

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 BSC and into ASC). It is also a regulated process and therefore a legal obligation and all records are retained for 3 years after final attendance.

The Centre 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.

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 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 Coordinator/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

The Centre aims to ensure the safety and welfare of 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 staff member (this must then be recorded in the communication book by the parent) if 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 PM 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, 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)*

If the child was absent during the school day, the parents will be reminded of their requirement to contact the Coordinator to notify of absence and a charge of \$10 will be added to the account.

ILLNESS AND INFECTIOUS DISEASES

We aim to provide a safe and hygienic environment that will promote the health of the children. 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 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:

Sleeps at unusual times/is lethargic
 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



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.

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. West Pymble Out Of School Care does not allow any nut products within the centre. All ACTION PLANS must be updated every year. 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 Senior 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. The Centre 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. 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 care for children 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 only responsible: Once the child is signed into the Centre up until the child is signed out of the Centre.

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 Quality Improvement Plan is available in the foyer. 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.



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 -A quiet space is provided with supervision, but no tutoring is provided.
- Arts & Crafts: Activities such as painting, clay, sewing, junk construction, drawing, etc.
- 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

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.

FOOD AND NUTRITION

Afternoon tea and a Breakfast snack are provided each day and consist of a healthy variety of fruit, vegetables, sandwiches, crackers, pasta, toast, cereal etc.

We have a weekly program board, which shows both the activities and afternoon tea menu for the week.

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. All kindy children are taken to, and collected from their classes for Term 1,2 & 3, thereafter they are supervised from a safe distance to allow them to develop independence. Each Kindergarten teacher is issued an Out of school Care Schedule for each day. At the start of the school year West Pymble Public School 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.

For the balance of the year the kindy children are guided in delivering their bags to the classrooms before bell time, 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.

On occasions when a child acts in an unsafe manner or interferes with other children, the Centre will take disciplinary action. The Centre practice is to:

- Warn the child that their behaviour is unacceptable.
- If the warning goes unheeded the *time out/redirection* option is used to provide a calming down period.
- 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.
- 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.

The Centre has the ultimate discretion to cancel registration.

Parents may be held liable for costs that may be incurred as a result of their child's behaviour.

Please Note: WPOOSC liaises with the West Pymble Public School Executive 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 accept that information may be shared between the Centre and the school and vice versa



CODE OF CONDUCT FOR CHILDREN

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
Wear Our School Uniform Correctly*

I WILL BEHAVE SAFELY AT SCHOOL CARE

*Play Safe Games in Safe Areas
Ask For Permission If I Need To Leave the School
Stay Within Boundary Areas
Follow All Playground Procedures and Routines
No Hat, No Play
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

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. The Centre'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

All people 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 supervised during handwashing before meals.

CHILD PROTECTION

The welfare of all children is of paramount importance and the Centre 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 Out of School Care services mandatory reporters are:

- Staff who deliver services to children
- Management, either paid or voluntary whose duties include direct responsibility or direct supervision for the provision of these services

MAINTENANCE OF RECORDS

The Centre 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 Coordinator 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 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, children 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 rainy days we may have games on the Wii.

8.15 am – Kindergarten children take their school bags to the class.

8.30-8.45 am - We serve a breakfast snack such as toast or cereal

8.30 am - Outdoor equipment is packed away

8.45 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

9 am - Yr 1-6 children leave for school. Kindergarten children remain until the 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. Yr 1-6 group in the hall COLA, Kindy moves to the kitchen for registry and tea. A drink of milk or water is offered

3.15 pm - The day's Monitors are assigned. Monitors help with serving tea, setting out rugs.

The children go to wash their hands and return for a snack from our weekly menu of sandwiches, fruit, and salad vegetables. Each day 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.

3.30 pm - Afternoon play commences with 2 to 3 different physical activities. On hot days we may go inside straight away.

4.00 pm - 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 when we can't be outdoors we have the option to spend time in the school library or watch a video.

5.00 pm - Outdoor play is packed away and 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*

Tel: (02) 9418 1918
Email: coordinator@wpoosc.com.au
Web: www.wpoosc.com.au

Location:
West Pymble Out of School Care
West Pymble Public School
Apollo Avenue, West Pymble
NSW 2073