



Wellers Hill School Age  
Child Care Service  
Family Handbook

Since 1993

Initiative of the Wellers Hill State School Parent and Citizen Association



Wellers Hill State School  
190 Toohey Road, Tarragindi, 4121

SACCS Hours of Operations

Before School Care: 6.50am – 8.50am

After School Care: 2.50pm – 6.00pm

Vacation Care and Pupil Free Day: 7.00am – 6.00pm

Closed for 2 weeks over the Christmas/New Year Period

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# A STATEMENT OF PHILOSOPHY

## WELLERS HILL PRIMARY SCHOOL AGE CHILD CARE SERVICE

Wellers Hill School Age Child Care Service believes that each child has the right to be an active member of the community in which they live, to express their opinions and have their views considered in any decision that may affect them. We believe that the best interests of the children and their right to play as well as learn and develop in a safe and nurturing environment is the primary consideration in all decision making at the service. It is visible in SACCS actions, interactions and daily work with the children. We believe that all children are active learners from birth and through rich, engaging and stimulating environments and meaningful interactions we can build a foundation for successful lifelong learning. We support children education to become socially, environmentally and sustainably responsible citizens of this land and of the world.

We acknowledge that parents and families are the child's primary nurturers and those respectful, collaborative relationships between SACCS and the families and the diverse community strengthen our joint capacity to support children and promote their health and wellbeing. We believe that the fundamental worth of all children and their families, their strengths and their right to equitable access and participation in our diverse community is clearly visible in all aspects of service delivery.

Wellers Hill School Age Child Care Service team believes that by continuing working on improving our professional knowledge and skill, continuing with the ongoing culture of professional inquiry and critical reflection on our practices and providing a positive working environment we will excel in our strive to achieve the best outcomes for the children in our care.

Our service believes that children have the right to have their individual and cultural identity recognised and respected. We value Australia's Aboriginal and Torres Strait Islander cultures as a core part of the nation's history, present and future. We acknowledge Jagera and Turrnball people as the traditional owners of the land our service is located, the long history of the land and we recognise the care they gave the land before us.

Children need and want to take risks when they play. Wellers Hill School Age Child Care Service aims to respond to these needs and wishes by offering children stimulating, challenging environments for exploring and developing their abilities. In doing this, Wellers Hill School Age Child Care Service aims to manage the risks so that children gain benefits from the experiences but are not exposed to unacceptable risk.

## ***'To provide an outstanding quality of care'***

### Our goals are to encourage and support children to:

- **Have a strong sense of identity** – The service aims to teach children to demonstrate a capacity for self-regulation, negotiating and sharing behaviours by motivating and encouraging children to succeed when they are faced with challenges.
- **Be connected with and contribute to their world** – The service demonstrates awareness of connections, similarities and differences between people and how to react in positive ways by encouraging children to listen to others and to respect diverse perspectives. The service supports children to become socially and environmentally responsible citizens of this land and of the world by implementing ongoing sustainability practices, diverse cultural awareness and connection to the land.
- **Have a strong sense of wellbeing** – The service aims to teach children to show self-regulation and manage their emotions in ways that reflect the feeling and needs of others by showing care, understanding and respect for all children.
- **Be confident and involved learners** – The service aims to teach children to use reflective thinking to consider why things happen and what can be learnt from these experiences by encouraging children to communicate and make visible their ideas, theories. Educators collaborate with children and model reasoning, predicting and reflecting processes and language.
- **Be effective communicators** – The service aims to teach children to convey and construct messages with purpose and confidence, including conflict resolution and following directions by modelling language and encouraging children to express themselves through language in a range of contexts and for a range of purposes including leading and following directions.

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### Our goals for families are:

- **To provide** affordable care for the children of Wellers Hill School Age Child Care Service and children from the local school's community, including school vacations and pupil free days.
- **To assure** families that their children will be in a safe and healthy environment, where their intellectual, emotional, social, and physical needs will be met by developmentally appropriate suggested and spontaneous activities and experiences, including expressive art, construction, active and imaginative play, sports, music, cooking, craft stories creating and reading that help children develop further their knowledge and skills.
- **To provide** two-way communication between families, School Age Child Care Service employees, Management Committee and Approved Provider.
- **To ensure** that families are always well informed about the program and their children's individual experiences and learning progress by offering them an access to their children files and by displaying on the parents' notice board: the weekly activities planning, vacation program, regular display of children craft, photos, list of the new Play and Learning stories, Theme of the weeks and children participation as well as through formal and informal meetings and discussions.
- **We keep** up to date information to ensure that our employees are well informed about the children's home experiences and family values. This information enables families and our employees to work as partners in meeting the diverse needs of the children in our diverse community.

### Our goals for Educators:

- **Continue** improving their professional knowledge and skill,
- **Fulfil** their professional development plans
- **Continue** with the ongoing culture of professional inquiry
- **Continue** with the critical reflection on their practices
- **Continue** providing a positive working environment by adhering to the team's communication agreement
- **Continue** adhering to the service Child Risk Management Strategies

## WELLERS HILL STATE SCHOOL PARENTS & CITIZENS ASSOCIATION



Wellers Hill Primary State School P&C Association is the Approved Provider for Wellers Hill School Age Child Care Service.

The P & C hold meetings on the 4<sup>th</sup> Wednesday of every month and this is an opportunity for the association members to discuss what has been happening across the school, fundraising ideas and projects that need to be worked on to improve and develop the best outcomes for the children of Wellers Hills.

Parent participation is encouraged throughout all aspects of the service. A parent Sub-Committee supports the staff and Approved Provider with the day to day running of the service.

Members of the Sub-Committee must be members of the Wellers Hill P&C Association. The election of Sub-Committee executives is held at the AGM each year.

Monthly meetings on site, every second Tuesday of the month, 6:00pm until 7.30pm (approx.). The meetings have an agenda so that they can be kept short. Items for discussion can be submitted to the Director/Coordinator or member of the executive of the sub-committee up until 5 pm the day before the meeting.

Policies and management issues should be directed as outlined in the Grievance policy – Families.

Annually we review aspects of the service such as Policies and Procedures for which we ask for families and staff to participate in a number of ways, including committees and surveys.

## WELLERS HILL SCHOOL AGE CHILD CARE SERVICE (SACCS) - CONTACT DETAILS

### **SACCS Contact**

Phone Number 073892 6344  
Email [saccsadmin@wellershillpandc.com.au](mailto:saccsadmin@wellershillpandc.com.au)

### **SACCS Management**

SACCS Director [saccsdirector@wellershillpandc.com.au](mailto:saccsdirector@wellershillpandc.com.au)  
SACCS Coordinator 1 [saccscoordinator1@wellershillpandc.com.au](mailto:saccscoordinator1@wellershillpandc.com.au)

### **Weller Hills State School Parent and Citizens Association Approved Provider**

President [president@wellershillpandc.com.au](mailto:president@wellershillpandc.com.au)  
Vice President 1 [vicepresident1@wellershillpandc.com.au](mailto:vicepresident1@wellershillpandc.com.au)  
Vice President 2 [vicepresident2@wellershillpandc.com.au](mailto:vicepresident2@wellershillpandc.com.au)  
Vice President 3 [vicepresident2@wellershillpandc.com.au](mailto:vicepresident2@wellershillpandc.com.au)  
Secretary [secretary@wellershillpandc.com.au](mailto:secretary@wellershillpandc.com.au)  
Treasurer [treasurer@wellershillpandc.com.au](mailto:treasurer@wellershillpandc.com.au)

### **Parent and Citizens Office**

Phone Number 07 3162 1965  
Email: [pcadmin@wellershillpandc.com.au](mailto:pcadmin@wellershillpandc.com.au)  
Operations Manager [opsmanager@wellershillpandc.com.au](mailto:opsmanager@wellershillpandc.com.au)

## SACCS STAFF STRUCTURE

All staff qualifications and child/staff ratios are in accordance with or better than the guidelines set in the National Quality Framework.

SACCS will always have a minimum of two staff onsite regardless of the number of children attending. This policy is strictly adhered to and is put in place to protect both the children and the staff members.

Staff employment and training procedures are used to ensure that the service employs suitable people and that they have been made aware of the service's Child Protection Policy. Staff have obtained, or applied for, and given to the Licensee of the service, a current positive suitability notice under the Working with Children (Risk Management and Screening) Act 2000.

Parent and Citizens Association Executives  
(Approved Provider)

Parent and Citizens Association Operations Executives

Director (Nominated Supervisor)

Coordinator (Nominated Supervisor)

Assistant Coordinator (Responsible Person)

Educational Leader (Responsible Person)

Educators/Responsible Person (Casual and Permanent)



## **POLICIES & PROCEDURES**

SACCS has an extensive policies and procedures manual which reflect the Philosophy and Goals of our services.

Our Policy and Procedure Manual has been designed in accordance with legislation pertaining to the Outside School Hours Care sector.

If you require a copy, please speak with your service Director/Coordinator. In this Family Handbook we provide a snapshot of policies which will affect you, your family and individual children during their time with us. You are encouraged to read the full Policy and Procedure Manual upon enrolment. Policies and procedures are subject to change and to regular review by SACCS and the Parent and Citizen Association.

## **COMMUNICATION WITH FAMILIES**

SACCS recognise that everyone involved in Outside School Hours Care is a participant and that to share and take part is fundamental in the development and application of policies, enabling all participants to contribute to the goals of the service.

Families are encouraged to be involved as fully as possible in the management and development of the service they attend. Your feedback is important to us.

We have several surveys throughout the year and have a confidential grievance procedure for all service users.

Please refer to: Communications with Family Policy & Complaints Handling Policy

## **ENROLMENT & ORIENTATION**

Parents/Guardians are required to complete an Enrolment form including all emergency contacts and related documents before any child can attend the SACCS services. Annually Families are reminded to update any information.

A meeting with service staff is available to you upon the enrolment of your child. This is an excellent opportunity for you to discuss with us what will help make his/her time with us enjoyable, particularly during the initial few weeks.

You will be shown around the service and be given a rundown on basic operations such as staffing and programming.

Parents/Guardians are asked to ensure that the information on existing forms is kept current. Correct contact phone numbers are vital in the case of an emergency. The Coordinator or service staff must be advised of change of address or contact numbers so records can be updated and maintained.

## CHILD DIAGNOSED WITH A MEDICAL CONDITION

SACCS recognises the increasing prevalence of children attending school age care services who have been diagnosed with medical conditions including asthma, diabetes or at risk of anaphylaxis and are committed to a planned approach to the management of such medical conditions to ensure the safety and well-being of everyone at this service.

SACCS is committed to ensuring our educators are equipped with the knowledge and skills to manage situations, to ensure all children in attendance receive the highest level of care and that their needs are always considered. Please refer to: Medical Conditions Policy.

## FEES AND OVERDUE FEES

We provide a quality service to families at an affordable price. SACCS fees are based on the annual budget required for the provision of high-quality childcare that is in keeping with our Philosophy, Goals and Policies and Procedures.

Parents/Guardians will be notified of any changes. Statements will be regularly issued to families detailing information as required by Australian Government Department of Education Child Care Subsidy Handbook. Our preferred payment option is direct debit weekly.

Families must provide an email address for Statements to be sent. Statements are issued on a Tuesday for the current week and a week in advance and emailed to the nominated email address. Fees will be payable by the end of the first week of the billing cycle. If families do not receive an account it is the Parents/Guardians responsibility to inform the Service staff, meaning non receipt of statement will not be accepted as a reason for non-payment of an account.

### Acceptable methods of payment are:

Direct Deposit: (preferred option)

Commonwealth Bank

BSB Code 064101

Account Number 1001 8879 (Please put your name or your child's name as the reference)

Cheque:

Payable to Wellers Hill SACCS; or

Cash:

(small amount of cash – preferably \$20 or less)

All cheques and/or cash should be deposited in the fees box in an envelope with the child's name and the amount contained and dated.

Families having trouble paying fees should speak with the Director/Coordinator. In extreme circumstances payment plans and alternatives may be established.

All fees are due a week in advance and invoiced on each Tuesday. All current fees are due by 9am on Monday morning for the current week.

**If there are outstanding fees:**

- A written notification on behalf of the Management Committee will be sent by the bookkeeper of the Service. This will be in the form of a reminder note on your statement. A \$10 administration charge will be levied on your account;
- If, after a further 7 days (Day 7), no arrangements have been made for payment, the Parent/Guardian will be contacted in writing by SACCS bookkeeper on behalf of the Management Committee. In this final letter, the terms of payment will be discussed, and you will be informed that continued enrolment is dependent on the payment of outstanding fees and charges. A further \$10 Overdue Fee will be levied on your account.
- If, after a further 7 days (Day 14), payment has not been received, the Management Committee may, at its discretion, exclude the child from attending the service. A cancellation letter will be sent.
- If, after a further 7 days (Day 21), payment has not been received, the overdue account will be referred to a debt collection agency, which involves releasing private information.

The Management Committee reserves the right to indefinitely suspend the care provided for families issued with more than three final letters in one calendar year

A payment is incorporated in your statement detailing all the requirements according to the Department of Education, Employment and Workplace Relations (DEEWR) Child Care Service Handbook. (A copy of which is held in the Service for access by parents and other genuinely interested persons).

Accepted payment methods include cash (small amounts only are encouraged), direct debit or internet transfer.

All monies will be banked weekly on behalf of the Service

**Late Collection Fees**

Payable Closing time of SACCS is 6.00pm. We ask that you are mindful of staff commitments outside of work and ensure your child is collected before this time.

If there has been an emergency, please contact the service as soon as you are aware that there may be a problem with the on-time collection of your child.

If at closing time children have not been collected or parents/guardians have not planned for collection by normal closing time, they will be contacted on the most recent numbers and if necessary, emergency numbers provided.

If no contact is made via emergency numbers advice will be sought from the SACCS Director who will contact the approved provider to establish next steps. Parents/Guardians who collect their children after this time will incur a late fee. This fee is further outlined on the SACCS Fee Schedule.

Please refer to: Fees and Charges Policy.

## **BOOKINGS & CANCELLATIONS**

At SACCS we attempt to cater to all families with regards to days needed for care. Bookings can either be on a permanent or casual basis. It helps in our planning for staff and activities if families book children in on regular days according to need.

We understand that some families will be unable to predict days needed and we will try to accommodate; however due to licensing requirements there may be some days we will have to refuse care to casual bookings.

Fees will be charged if the appropriate notice is not given.

Bookings must be cancelled within the prescribed timeframes:

- One week notice for Before and After school care and casual care;
- One week notice for Vacation Care. Cancellations made whilst the vacation care booking period is still open will not incur a fee. Cancellations for vacation care days and excursions made after the booking period has closed and with at least one week's notice will receive a half fee discount (including the full activity cost) otherwise a fee equal to the fee for that session will be charged and any money paid may be forfeited.

Allowable or Approved Absences will be used for all other instances, including absences due to illness.

For more detailed information Parents/Guardians should refer to the current SACCS Fee Schedule

## **ACCESS FOR FAMILIES & CHILDREN**

SACCS aims to ensure that families have access to quality childcare that is appropriate to their needs, regardless of income, social, religious or cultural background, gender or abilities. We primarily provide care for primary school age children aged between Prep and Grade 6 but we are able to provide care for high school age. SACCS follow the priority of access guidelines set down by the Australian Government Department of Education.

Please refer to: Access Policy

## **CHILD CARE SUBSIDY (CCS)**

Child Care Subsidy is a payment made to families to assist with the costs of childcare. Australian residents using child care provided by approved childcare services may receive CCS.

All families must have a myGov account that is linked to their Centrelink account.

There are three factors that will determine families' level of CCS.

1. Combined Family Income
2. Activity Test
3. Service Type

When families are completing the above three steps, they will also be asked to confirm enrolment with current provider.

Families must also log back on to their myGov account and confirm their booking pattern with the provider. All possible booking requirements must be confirmed by the parent.

Until days required are confirmed FULL FEES must be paid. CCS will only be paid directly to providers and passed on as a fee reduction.

SACCS requires a correct CRN and Date of Birth for the Account Holder and child/ren under Account Holder care to be able to complete a CCS Enrolment to ensure fee reductions are applied. It is the Account Holder responsibility to provide these details. In cases where Accounts are not able to be linked, full fees will be required to be paid, or the families are able to postpone the commencement of enrolment until such time that fee reductions can be applied.

Please note once all details are confirmed, CCS eligibility may only be back dated 28 days determined by CCMS/Centrelink. Childcare Subsidy entitlements may change throughout enrolment if family income, work activity or immunisation records change.

Approved and Additional Absences Absence from the service will be charged in accordance with the Australian Government Department of Education Child Care Service Handbook.

Each child is allowed 42 absences, including public holidays, per financial year.

One Before School Care session = one absence

One After School Care session = one absence

One Before and After School session on the same day = one absence.

These days do not require supporting documentation.

Additional absences may have Child Care Subsidy paid for if supporting documentation is provided that indicates:

- An illness (with medical certificate)
- An outbreak of infectious disease when the child is not immunised
- Any other absence due to sickness of the child, parent/guardian or sibling (with a medical certificate)
- A temporary closure of a school or pupil free day
- A period of local emergency
- Exceptional circumstances.

Parents/Guardians should ensure medical certificates are obtained throughout the year and retained if more than 42 absence days are used.

**It is important to note** that the 42 allowable absences relate to each child. Meaning, if there is a shared custody arrangement and two accounts with the service, both parents/guardians are only entitled to 42 days combined for the one child and not 42 days for each parent/guardian. Cumulative absence totals are noted on family fee statements as well as being available to parents online via the Centrelink website ([www.humanservices.gov.au](http://www.humanservices.gov.au)).

## **ARRIVALS & DEPARTURES**

SACCS has strict procedures regarding the arrival and departure of children and particularly the persons who may collect children from the service.

No child will be admitted prior to opening time due to legal restrictions. All children are to be signed in and out on the Kiosk by the parent/guardian/staff member or other person whom the parent/guardian has nominated on the Enrolment Form.

When the authorised person has duly signed in the child, the service takes responsibility for the child until the child is duly signed out by the authorised person. Children should not be dropped off at the school gates; they must be accompanied to the door of SACCS and signed in by parent/guardian. Service will not take responsibility for children whose parents/guardians allow them to walk/ride unsupervised to our door.

If a child booked in to SACCS for After School Care has not arrived within 15 minutes of expected arrival, the Coordinator and staff will follow procedures outlined in the relevant policy.

If no contact is made via emergency numbers advice will be sought from the SACCS Director and Approved Provider and policies will be followed accordingly. The Police and/or Department of Child Safety may be contacted.

If a person is to collect a child who has not previously been nominated on the Enrolment Form i.e. in the case of an emergency, the parent or guardian may give permission by email (as the first preference) or by telephone for an alternative person to collect the child. The parent/guardian must provide the name and description of any such person concerned and proof of their identity will be required on arrival.

Please refer to: Arrivals and Departure Policy.

## **BABYSITTING**

The service does not encourage or endorse Educators and parents entering into private babysitting arrangements outside of service hours and therefore we take no responsibility or accept any liability in relation to such arrangements.

## OUR PROGRAM

### National Quality Framework

SACCS work with the National Quality Framework in their everyday practice. The National Quality Framework aims to improve the quality and consistency of education and care services through key legislation and standards.

The National Quality Standard sets a national benchmark for the quality of education and care services, and promotes the safety, health and wellbeing of children. It consists of seven quality areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and leadership

SACCS have a service approval by the State Office for Early Childhood Education and Care under the Education and Care Services National Law Act and Regulations.

Service must comply with the Act and Regulations in relation to requirements relating to activities, experiences and programs, numbers of staff members and children and staff members' qualifications.

The Office for Early Childhood Education and Care can be contacted via Telephone: (07) 3028 8063 or Email: [metrosouth.ecec@qed.qld.gov.au](mailto:metrosouth.ecec@qed.qld.gov.au). More information may also be found on their website.

### Approved Learning Framework

The [My Time, Our Place – Framework for School Age Care in Australia](#) is about making care services for school aged children better.

The framework helps care services to develop opportunities for school aged children to participate in leisure and play-based activities that respond to their needs, interests and choices.

My Time, Our Place is part of the Australian Government's [National Quality Framework](#) which is about ensuring children receive a high standard of education and care.

It is one part of the picture that will help Australia realise the Council of Australian Governments (COAG) vision that will see 'all children have the best start in life to create a better future for themselves and for the nation'.

The Framework puts children's wellbeing and learning at the core and comprises three inter-related elements:

### **1. Principles, Practice and Outcomes**

All three elements are fundamental to pedagogy and program decision-making in school age care. A school age care program encompasses all the interactions, experiences, routines and events, planned and unplanned, which occur in an environment designed to support wellbeing and foster children's learning and development.

The emphasis in the Framework is on the planned or intentional aspects of the program which includes supporting spontaneous play and leisure experiences initiated by children.

Children are receptive to a wide range of experiences. What is included or excluded from the program affects how children learn, develop and understand the world. Working in collaboration with children and in partnership with families, educators use the Outcomes to guide their planning for children's wellbeing and learning. In order to engage children actively in learning, educators identify children's strengths and interests, choose appropriate strategies and design the environments.

The Framework supports a model of program decision-making as an ongoing cycle. This involves educators drawing on their professional knowledge, including their in-depth knowledge of children. In collaboration with children and families, educators carefully evaluate to inform further planning.

### **2. Programming**

SACCS plan, design and provide tailored programs catering to the children's age, skill, interests and abilities through a variety of challenging and recreational activities. Service programs are also designed in accordance to the NQF and the My Time, Our Place Framework.

In developing programs, SACCS services recognise the importance of an understanding of early/middle childhood and play in the development of children. Our aim is to provide activities that develop each child's social, emotional, lingual, physical, intellectual, social, creative and recreational potential and that are developmentally appropriate.

The development of life skills is an important part of our program, with a strong focus on child-initiated and child-choice experiences. In accordance with the National Quality Framework, observations are taken of the children to aid in the programming evaluation cycle. These observations are not intended to act as anything other than a programming tool and are stored in the child's profile on child carers where they can be viewed by parents/guardians with their login.

The Coordinator will happily discuss any aspect of the program with interested Parents/Guardians. Family surveys are handed out regularly to convey Parents/Guardians' and children's thoughts and input into the program. The weekly program is posted on the Family Information Noticeboard.

### **3. Daily Routines**

A variety of supervised activities will be planned for each day of Before, After School and Vacation Care (e.g. cooking; painting; clay work; crafts; music; outdoor activities).

Opportunities for unstructured and quiet play will also be provided, including areas for children to withdraw from all activities. Our aim is to provide activities that develop each child's social, emotional,

lingual, physical, intellectual, social, creative and recreational potential and that are developmentally appropriate.

The program seeks to foster self-esteem and confidence in children by including their own ideas into the planning and providing experiences that encourage children to negotiate and cooperate in small groups. Planned activities are also designed to reflect the multicultural and multilingual nature of our community.

These procedures vary on excursion days. Parents must read each vacation care program for notification of the excursion destination, duration of the excursion, departure and arrival times and if there are any special requests for children to bring with them.

### ***Daily routine in Before School Care***

6:50 Centre opens. Child/Children are signed in by their parents on their arrival and directed to go and play in the hall.

6:50-7:30am: Children play inside in the hall - variety of games, craft, skipping, etc. Breakfast is served from 7.00am

7.30 – 8.20am: Children participate in supervised play activities in a variety of play areas across the service.

8.30-8.40 Prep children are inside the room for a quiet activity or reading time. The other grades are released to get their bags and belongings and sit out in the front of the SACCS building with remainder of the school.

8:40 Prep children are signed out and taken to their respective classrooms by designated educators.

Please note: Children should not leave the Centre unaccompanied.

8:40-9:00 The Centre is to be cleaned by the Educators.

9:00 SACCS closed

### ***Daily routine in After School Care Time***

2:50 Prep children collected from classrooms by an Educator.

3:00 Grade One students are picked up from their classrooms by an educator (Term one only) Children arrive at SACCS: They are required too:

- Place school bags on port racks outside the room
- Be signed in by an Educator
- Wash and dry their hands outside the kitchen while supervised by an educator

3.00 – 3.30: Afternoon tea is served in the hall for Juniors and in the Music Block area for Seniors. A variety of sandwiches, protein, wraps, salads, fresh fruits, vegetables, savoury biscuits, and specials are provided. Educators convey messages, discuss children experiences, yarning circles, show and tell time.

Children read the afternoon activities on the screen in the hall. Children then make their choice of activities by joining the educator that is allocated to that activity.

3:45 - Group Activities: activities include but is not limited to pre-organised and spontaneous activities such as: craft; cooking; sport; dancing; adventure playground; loose parts; building constructions, garden activities, homework; games; and child-initiated activities

5.00/5.15: All educators and children make their way to the hall for small games experiences

5.30: The remaining Educators and children move up to the SACCS room and participate in quiet activities.

6:00: SACCS closed

### ***Daily routine in Vacation Care and Pupil Free days (non-excursion days)***

7:00: SACCS open with Educators on the premises ready to greet children and parents on their arrival.

7:00 – 9.15: Organized and spontaneous activities include but are not limited to the following: • Craft; Sport; • Cooking • Dress up; Drama; • Organized sports • Team building games; Imaginative play; Life skills • Child initiated activities; Creative play; • Adventure playground; Games; Dance and more.

9.15 – 9.30: Morning Tea – children choose one piece of fruit or small snack to eat like they do at school.

9.30 – 12.00: Organized and spontaneous Activities include but are not limited to the following: • Craft; Sport; • Cooking • Dress up; Drama; • Organized sports • Team building games; Imaginative play; Life skills • Children initiated activities; Creative play; • Adventure playground; Games; Dance.

12:00-1:00 – Lunch break and group games

1.00 – 3.00: Organized and spontaneous Activities include but are not limited to the following: • Craft; Sport; • Cooking • Dress up; Drama; • Organized sports • Team building games; Imaginative play; Life skills • Children initiated activities; Creative play; • Adventure playground; Games and Dance.

3.00 – 3.30: Afternoon tea is served in the hall. Children are encouraged to sit quietly and eat the afternoon tea provided by Wellers Hill SACCS.

3:30 – 5:00: Children choice; children have the opportunity to decide what activities they would like to do for the afternoon.

5:00 – 6:00 Free time/group games in the hall or SACCS room.

6:00 SACCS closed

## POSITIVE BEHAVIOR SUPPORT

Families, staff and children all have roles to play, as detailed in the Behaviour Management Policy.

SACCS recognises the wide range of age groups that access school age care, as well as the differing developmental needs of individual children. Behaviour support and management is approached by:

- Applying appropriate measures (in keeping with community standards);
- Using consistency and compassion;
- Having regard at all times to the respect and dignity and individual uniqueness of the child; and
- Having regard to the other principles set out in the Philosophy Statement of SACCS.

Parents are requested not to approach other children within the service. Parents/Guardians are responsible for their child's behaviour while on the premises, but the rules of the service still apply. If a staff member observes a child breaking the rules, they will discuss the behaviour with the child.

Please refer to: Behaviour Management Policy

## SUN SAFETY

Children, staff and volunteers are encouraged to wear broad brimmed hats (that protect the face and ears) and appropriate clothing when outside and have adequate shade provided by trees, shelter sheds or shade cloth.

This sun safety policy follows guidelines recommended by Queensland Cancer Council. This will be reflected in the timing of outdoor activities, which will be kept to a minimum during the hours of 10.00am and 3.00pm.

SACCS has made a commitment to the best possible sun smart practices by supplying SPF 50 broad-spectrum water-resistant sunscreen for all children attending. The brand of sunscreen supplied by the service will be clearly displayed for Parents/Guardians.

Children will be reminded to apply sunscreen appropriately and regularly. Children without adequate sun protection must play indoors or shade areas only.

Please refer to: Sun Safety Policy

## CLOTHING FOR CHILDREN

During Before School and After School Care children will usually be dressed in school uniform.

During Vacation Care we ask that children wear comfortable clothing which will enable them to participate in activities.

Please pack a change of clothes if you feel your child may need them. Clothing should comply with sun safety guidelines e.g. no strappy tops.

Hats will be worn in accordance with the Sun Safe Policy. We recommend the wearing of legionnaire or broad brimmed style hats.

Appropriate footwear must be worn at all times. Cover shoes like sneakers must be worn to the service.

***All belongings must be clearly named.***

## **ENVIRONMENT & FACILITIES**

SACCS take pride in their facilities and ensure a high level of hygiene and cleanliness is maintained. Staff endeavour to create a safe, secure environment where children and families feel welcome and at ease.

SACCS services provide space for children to participate in active or quiet play, individually or with friends. Different areas of the room may be dedicated to specific types of play, for instance construction, art and craft, board games or dramatic play.

Children and families are regularly consulted and involved in changing our environments to ensure all areas are child-focused and practical.

## **EXCURSIONS**

During Vacation Care SACCS include excursions as a valuable part of their overall program. Excursions provide enjoyment, stimulation, challenge, new experiences and a meeting point between the service and the wider community.

Maximum safety precautions will be maintained. This will include the undertaking of a risk assessment, requiring all parents/guardians to sign a permission form and providing all children with an excursion shirt to help identify them on the excursion.

All children attending the service on an excursion day are expected to attend the excursion. No staff remain at the service unless specified on the Vacation Care program.

## **EXTRA-CURRICULAR ACTIVITIES**

If a child is required to attend activities within the school grounds during SACCS operating hours, written authority must be given prior to the commencement of the activity by the parent/guardian only.

SACCS will not permit a child to leave the service unaccompanied to attend an external activity unless an Extra Activity Permission Form detailing time of departure, indicating a release of duty of care has been provided by the parent/guardian.

## **FOOD**

SACCS is a peanut/tree nut aware zone. It is requested that families are mindful of food bought from home and do their best to ensure there are no nuts present as a number of the children attending have severe allergies.

By adhering to the Smart Choices guidelines SACCS encourages and promotes the health and wellbeing of children through a healthy, nutritious, culturally diverse diet and, in particular, through providing positive learning experiences during meal/snack times where good nutritional foods and habits are developed in a happy, social environment.

Parents/Guardians are encouraged to participate in this approach to nutrition by packing healthy meals and snacks for their children. SACCS provides breakfast and a snack for afternoon tea for the children during Before School, After School and during Vacation Care, afternoon tea is only provided.

Our daily menu is displayed on the family noticeboard. Please feel free to discuss any comments, concerns or feedback you may have regarding our Food and Nutrition Policy with the Coordinator.

Water is available to children at all times. Service menus get assessed and reviewed on a regular basis by Nutritionists from Nutrition Australia.

### **HOMEWORK**

SACCS will supply time, space and supervision by staff for children to do their homework if they wish. Please inform staff if you require your child to participate in structured homework time.

Staff are unable to sign off on children's homework. Homework is offered in addition to programmed activities. Staff are unable to insist or force children to complete homework tasks.

### **PERSONAL EFFECTS**

We supply a range of appropriate activities for our children limiting the need for personal belongings to be brought from home.

We cannot guarantee the safety of these expensive items. For security purposes children's electronic devices should be submitted to the Coordinator upon arrival to the service. We have a landline or mobile phone on which parents/guardians can contact us at any time.

Please refer to: Use of Technology Policy

### **SUPERVISION**

Active supervision requires focused attention and intentional observation of children at all times.

It is a combination of listening to and watching children play, being aware of the environment and its potential risks, the weather conditions, the time of day, managing small and large groups of children and an understanding of child development including theories about how children play.

Educators will be aware of the different ages, personalities, behaviour and characteristics of the children in their care.

Educators will build meaningful relationships with children.

This is shown by:

- Learning about who they are
- How they react in different situations and discover the interests of children.

Educators will then develop an understanding of how children interact, communicate and play with one another.

Educators will ensure and establish environments and coordinate effective supervision strategies to maximise children's safety and ability to play free from harm or injury.

Please refer to: Supervision Policy

## **TOILETING**

SACCS recognises that from time to time, children may have additional support needs with toileting and may not be able to consistently toilet themselves independently. SACCS seeks to ensure that the children's health and safety with personal hygiene is supported while protecting their dignity and safety.

Children who are frequently troubled with personal hygiene and toileting needs shall be requested to bring spare clothes and if necessary, nappies to the service. Parents/Guardians of children who require regular assistance with toileting may be requested to provide support to staff to ensure the situation is appropriately handled.

Please refer to: Toileting Policy

## **USE OF PHOTOS**

Your child may be photographed participating within the day-to-day activities we provide at SACCS. These photos are not intended to act as anything other than for display within the service and used as part of our programming process and not for promotional or advertising material.

The children take great pride in having their day-to-day lives documented this way. If photos are taken at any other time or for use in any other project such as marketing material for the service or if we have a student who wants to conduct a child profile as part of their studies, parents/guardians will be consulted and be required to give written permission.

Please refer to: Information Technology Policy and Child Protection Policy.

## **WATER SAFETY**

SACCS recognises water play as an enjoyable and valuable play experience for children. SACCS identifies that any water play undertaken should also have an educational purpose.

SACCS ensures that all health and safety guidelines are maintained during water play experiences.

## **VOLUNTEERS & STUDENTS**

Volunteers are a valued and integral part of SACCS. From time to time SACCS accepts students from local schools, TAFEs and universities as volunteers.

