



Wellington Public School
Before/After School and Vacation Care

Parent Handbook

Wellington Public School

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2022

About Us

Wellington Out of School Hours care service (WPSBASC) is a not-for-profit organisation managed by the Wellington Public School Parents and Citizens Association.

WPSBASC aims to provide a safe and nurturing environment for children. We offer quality care in a fun, leisure-based program which features both indoor and outdoor activities, suited to all school aged children.

Wellington BASC operates out of its own purpose-built modular at the Maxwell Street entrance to the school, (adjacent to our Preschool) with the use of the school playgrounds and facilities for outdoor play. WPSBASC provides before and after school care during school terms and vacation care during the holidays and on pupil free days. The service closes for all public holidays and is shut for two weeks over the Christmas to New Year period. The purpose of the service is to create a caring and safe environment where children are free to choose from the program of activities on offer.

Please keep in mind bookings are essential to ensure quality of childcare.

Philosophy

We strive to provide a safe and nurturing environment for children and are committed to providing a quality, leisure-based program that allows the children to choose how their time will be spent. We recognise that child-initiated play and planned activities are equally important aspects of a child's development. Through consistent routines, a purpose-built environment, and an ever-changing program, we aim to stimulate and engage children of all ages during their time at WPSBASC.

WPSBASC provides an interesting environment where children can be challenged and guided to develop skills in their social, physical, and cognitive development. We believe all children, irrespective of gender, culture and ability are unique and we aim to foster positive self-esteem in each child. Staff and management of WPSBASC regard meeting the individual needs of all children and their families as a priority.

National Quality Framework

WPSBASC operates under the National Quality Framework and has been assessed under the Education and Care Services National Regulations. The service strives to meet the seven quality areas outlined in the National Quality Standards:

- Educational program & practice
- Children's health & safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Governance and Leadership

Our aim is to provide school aged children with high quality care that promotes learning and development with emphasis on play, social interactions, and recreation. The educators are committed to the principles and practices outlined in the My Time, Our Place framework for school age care in Australia, to support the prescribed learning outcomes. Children attending WPSBASC are encouraged to have choice and control over their learning as they participate in program decision making, thereby enhancing life skills, and positively influencing attitudes towards citizenship.

Program

WPSBASC implements a collaborative approach to programming to meet the needs of every individual child and family. The children play an integral part in the program design and parent input is greatly appreciated and encouraged through frequent surveys. Our program focuses on the principles and practices of the Government's 'My Time Our Place' Framework for School Age Care in Australia, which encourage children to:

- have a strong sense of identity
- connect with and contribute to their world
- have a strong sense of wellbeing
- be confident and involved learners
- be effective communicators

The WPSBASC program will include activities such as:

- art & craft
- outdoor sports, games & activities
- reading material
- indoor games
- construction
- dramatic play
- exploratory activities
- cooking

Vacation Care Excursions

A variety of excursions are offered during vacation care periods. Activities and excursions planned for the upcoming holiday period are generally released two weeks in advance and can be found on the WPSBASC Facebook page and are sent out individually to enrolled families.

Excursions are at an additional cost to the daily care fee. Excursion costs and departure times are published in the vacation care program. Planned excursions are compulsory for all children attending the service on that day.

Policies and Procedures

Policies and procedures that underpin the WPSBASC service are available at the service and upon request from the coordinator. As any policies are updated families will be kept informed of changes that will affect them and their children.

Staffing

WPSBASC employs 2 permanent/part-time Co-Ordinator's, one who holds a bachelor's degree in education, as well as casual staff members, most of whom have or are working currently in education. The service works with The Australian Children's Education and Care Quality Authority (ACECQA) which requires the ratio of one educator to 14 children and provides at least three educators for every session. All staff employed by WPSBASC are required to have a current Working with Children Check and those responsible for the care of children must also have current First Aid training including Asthma and Anaphylaxis.

Food

Breakfast is available at before school sessions for children who arrive before 8:00am, afternoon tea is provided at after school sessions, and both breakfast and afternoon tea are provided at no additional cost. Our menu is provided in accordance with NSW health guidelines and is displayed in the BASC area with any changes noted. We aim to provide a variety of nutritious snacks including seasonal fruits. Menus are updated seasonally, and changes are communicated to families through bi-monthly newsletters and the Facebook page. Water is always available, and children are encouraged to bring a refillable water bottle to the service. All staff are trained in food handling and safety.

Please note that WPSBASC does not provide meals during vacation care (unless specifically stated in the program).

Requirements

When attending WPSBASC children are required to:

- wear closed in shoes
- wear shirts with sleeves
- bring a broad-brimmed hat
- bring a water bottle

Enrolments and Bookings

All families must complete the online enrolment form at https://www.smartcentral.net/v2/service_profile/show/816 or www.smartcentral.net, prior to being offered placement at WPSBASC. If you do not have online access, please request an enrolment form from WPSBASC staff. A copy of your child's Immunisation History Statement, Birth Certificate and proof of address must be supplied.

Children can be enrolled on a permanent or casual basis. To book a session you are required to contact the service at least 48 hours prior to confirm availability for the session you need. We are able to offer emergency care places, but these are limited and once full no further children can be accepted into a session.

Vacation Care bookings need to be made at least two weeks in advance to allow planning for excursions, additional resources, and sessions where meals are included.

Parents/Carers are required to notify WPSBASC if their child is to be absent from the service on a day that they are booked in. This is essential to ensure children's safety and applies to all bookings (casual, permanent and vacation care).

Fees apply for non-attendance in certain circumstances:

- Permanent bookings: non-attendance will be charged at the standard fee for that session.
- Casual bookings: the full fee will only be charged if the booking is not cancelled prior to commencement of the session.
- Vacation care: a cancellation fee applies to non-attendance where a Medical Certificate is not provided.

Eligibility

Access and eligibility will be subject to the Priority of Access Guidelines set down by the Department of Education. For more information see the WPSBASC Priority of Access policy statement.

Use of the Service

WPSBASC is open to all primary school children (including those not attending Wellington Public School), however bookings are essential as places are limited. Children may attend the service:

- on a regular basis - daily, weekly
- on a casual basis – as needed
- during school holidays

Priority of Access

The Australian Government's Priority of Access Guidelines sets out three levels of priority, which we must follow when filling vacant places when the demand for childcare exceeds supply:

Priority One – a child at risk of serious abuse or neglect.

Priority Two – a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the New Tax System (Family Assistance) Act 1999.

Priority Three – any other child.

Within these main categories, priority should also be given to the following children:

- Children from Aboriginal and Torres Strait Islander families.
- Children from families that include a disabled person.
- Children from families that include an individual whose adjusted taxable income does not exceed the lower income threshold or whose partner is on income support.
- Children from Families with a non-English speaking background
- Children from socially isolated families.
- Children of single parents.

Under the Priority of Access Guidelines, if there are no vacant places and we are providing care for a child who is a priority three, the service may require that child to vacate the place in order to provide a place for a child in priority one or two.

Fees

Families may be eligible to receive subsidies through Centrelink. **Our Provider PR is 40024983.**

Fees are calculated weekly; any Centrelink subsidy is applied and then statements are emailed on a weekly basis each Thursday. Payment terms: fees are to be paid in full 14 days from receipt of statement. Payments are to be made via direct debit only.

A copy of WPSBASC Fees Policy is available on request.

Please note cash payments will not be accepted at the service.

Schedule of Fees as of January 1st, 2022

Before and After School Care	Permanent	Casual
Before School Care	\$25.00	\$30.00
After school Care	\$32.00	\$37.00

Vacation Care	Two or more days	One day casual
Full day	\$80.00 per day	\$100.00
Morning Session (8am-1pm)	\$50.00 per day	\$60.00
Afternoon Session (1pm – 6pm)	\$50.00 per day	\$60.00
Cancellation fee	\$20.00	\$20.00

Please note that excursions and other activities in the vacation care program may incur an additional cost that are added to your account and are not eligible for any Centrelink subsidy.

Banking Details: **BSB Number: 082 922** **Account Number: 339 732 745**
Use your child's name as the reference

Hours of Operation

Before and after school service operates five days a week during school terms. Vacation care operates throughout the public-school holidays and on pupil free days.

- **Before school** 6:30am – 9:00am
- **After school** 2.30pm – 6:00pm
- **Vacation care**
 - *full day* 8:00am – 6:00pm
 - *morning* 8:00am – 1:00pm
 - *afternoon* 1:00pm – 6:00pm

Collection Policy - Children's Security

Only persons authorised on the child's enrolment will be allowed to collect children from WPS BASC. If a court order is in place a copy must be provided to the service. Any changes of collection arrangements for your child must be submitted in writing to the service. Staff will require photo identification if children are being collected by an unfamiliar person. Children will be signed in by an educator at before school care and must be signed out when leaving after school care by the parent's assigned pin. Staff will sign children out at the beginning of the school day and sign them in at the beginning of after school care. The attendance register is a legal document, in addition to ensuring the security of children at the service, it is a record of attendance for the purpose of calculating Government benefits.

Behaviour

The service upholds the same rules and expectations of behaviour as the school. We encourage respect for the rights of others and help to create a caring environment that accepts and values each child. Staff will provide positive guidance towards acceptable behaviour. Children who exhibit dangerous or destructive behaviour will be immediately sent home from the service, to maintain the safety of both staff and peers. Swearing and physical aggression will not be tolerated, and children may be subject to a short suspension from the service if required, as a consequence for negative and unsafe behaviours. WPSBASC educators and the Co-Ordinator aspire to develop positive partnerships with families and will work together with the school and families to develop behaviour management plans if necessary to promote positive behaviours.

Sun Safety

In line with school policy, children are required to wear a broad brimmed hat when outdoors during terms 1 and 4 (including vacation care periods). Daily UV ratings will be monitored throughout terms 2 and 3, children will also be required to wear a hat when the UV rating is 3 or above. Children who do not have a hat or wear a cap will be directed to play indoors or in a shaded area. Sunscreen is provided by the service for children who require sensitive or hypoallergenic sunscreens must be provided by families if needed. Parents/carers must advise the coordinator if a child is not to apply sunscreen.

Health and Safety

If your child is injured or becomes unwell at WPSBASC, appropriate first aid will be administered. If necessary, a parent or carer will be notified and in the event of serious injury/illness an ambulance will be called. Staff will complete an accident or incident report providing details of the injury/illness which both the staff member and parent/carers will be required to sign.

The cost of having an ambulance attend the service to care for a child will be the responsibility of the parent/carers. Where a child requires medication while at WPSBASC, a medication form must be completed and provided to the service via a staff member on duty. The medication MUST be given to the nominated supervisor in the original container with the child's name, dosage and use by date clearly marked. All medication will be stored in a secure location and only administered by a nominated staff member.

WPSBASC must be advised of any medical conditions or specific health requirements for your child via a Medical Management Plan. A Risk Minimisation Plan must also be provided by a Medical Practitioner to best support your child whilst attending WPSBASC. All WPSBASC educators hold current First Aid, CPR and Anaphylaxis training and are qualified to administer asthma puffers or EpiPen's if required.

Emergency Procedure

The safety and wellbeing of the children in our care is of utmost importance. Staff and children will be involved in regular emergency drills to ensure that all are aware of the emergency procedure, as outlined in our policy. The emergency and evacuation procedure at WPSBASC is displayed on the wall leading on to the COLA area. Please see the Emergency Procedure and Evacuation Policy for more details.

Support for Families

The educators and management of WPSBASC strive to support families to the best of their ability. Please feel free to approach us on any matter relating to your children and we will endeavour to assist. Direct contact may be made to the Co-Ordinator via the wpsbasc@gmail.com address and all emails will be replied to within a week of receiving. Immediate contact to a WPSBASC educator may be made through calling or texting the BASC on **0439 371 617**, in which an educator will reply and if necessary, pass on your message to the Co- Ordinator. Parents/carers may find useful information regarding the service on the school website and/or our Facebook page.

Access to Policies

All policies and procedures are available in the Policies & Procedures Manual at the service or by email upon request to the Co-Ordinator.

Complaints

WPS BASC values family feedback. If a parent/carer has a complaint or comment about the service, they are encouraged to email wpsbasc@gmail.com or speak with the WPSBASC Coordinator. If a suitable resolution cannot be reached, the Management Committee Chairperson should be contacted. Details are displayed at the WPSBASC entrance.

COVID-19

WPSBASC follows all directions from NSW Health and the Department of Education regarding COVID-19 procedures. All children who display cold and flu symptoms will be sent home and require a COVID test before returning to BASC, symptom free. Children may bring their own mask to WPSBASC, or use one provided if necessary.