



TARA
Anglican School for Girls



2019 Before & After School Care Handbook
CRICOS 02320A



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Contact Details

Location	Tara Junior School
Nominated Supervisor	Mrs Susan Middlebrook (Principal)
Centre Director	Mrs Barbara Edge
Assistant Coordinator / Educational Leader	Mrs Reena Mukhopadhyay
Telephone	02 8838 2650
Phone is transferred to the Junior School reception during the hours of 8:45am and 2:15pm when the Centre is not operating	Mobile 0411 649 183
Email	asc@tara.nsw.edu.au
Hours of Operation	Before School Care: 7:00am to 8:30am After School Care: 3:00pm to 6:30pm Vacation Care: 7:00am to 6:30pm

Before and After School and Vacation Care Philosophy

Tara Before and After School (BASC) and Vacation Care (VC) is a place where children, families and staff experience a friendly, nurturing and fun environment where the rights of children are foundational in our approach to education and care. In particular, a child's right to relax, play and join in a wide range of activities (United Nations Rights of the Child Article 31) and a child's right to be an active participant in their life (United Nations Rights of the Child Article's 12, 13, 15, 16).

In relation to children:

- We believe children are curious, creative, capable, and active learners.
- We believe play and social interaction, with all ages of children and staff, are essential and valuable experiences for children to support their social, emotional, creative and physical development.
- Our centre is a place where children are encouraged to be themselves and are supported to grow in confidence, independence, respect and thoughtfulness for each other and our world.
- It is a place where children are made to feel safe, secure, respected and valued.
- We endeavour to provide an environment for children which is stimulating, engaging and responsive to individual strengths, needs and interests. Children are able to play, explore, have fun, create, investigate, learn, imagine, collaborate, communicate, relax and "be".
- We are committed to building relationships with children that are friendly, supportive, encouraging, trustworthy and nurturing.

In relation to families:

- We believe families are the most significant people in children's lives.
- We are committed to building respectful, positive, trusting partnerships between families and staff with open communication. These partnerships are built on respect and acceptance of family values, cultures, languages and beliefs.
- We are committed to creating a welcoming, home like environment for children and families where they feel that they belong. A place where family culture is respected and shared.
- Our centre is a place where we value and encourage family involvement.

In relation to educators:

- Our centre is a place where educators are encouraged, supported and valued.
- Our educator's strengths, unique skills, interests and experiences enrich and inform our centres' planning and practice for the benefit of children's' wellbeing and development.
- We are committed to reflecting upon and learning from our experiences and seeking ways to build our professional knowledge.

In relation to community:

- We value a collaborative approach with our school and local community in our centre's provision of a high quality service for our school and community families.
- We seek to make community links which create positive beneficial outcomes for our children and families.

***'Children learn to know, to do, to be, to live together and to transform oneself and society'
(UNESCO – Five Pillars of Learning)***

National Quality Framework

The National Quality Framework (NQF) commenced in January 2012. The NQF's purpose is to improve the quality of all early childhood education and care services across Australia. The NQF includes legal requirements and regulations that all services must comply with, outlined in the Education and Care Services National Law and Regulations.

The National Quality Framework has set a new National Quality Standard which encourages services to continue to improve their programs and practice as it provides information about the key factors which best support children's wellbeing and development.

The National Quality Standard is divided into seven quality areas. These areas are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staff arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Services are assessed and rated against each quality area and are given an overall rating. The quality areas are made up of standards and elements based on what research has identified as the most important aspects of a quality service. A fundamental component of the assessment and ratings process is the focus on ongoing improvement, whereby the Centre is continually striving to improve the quality of care provided. This is outlined in our Centre's Quality Improvement Plan.

The quality rating and assessment process is conducted by our state governing authority, NSW Early Childhood Education and Care Directorate, Department of Education. The National Quality Framework and all state authorities are overseen by the national body, Australian Children's Education and Care Quality Authority (ACECQA). Additional information can be found by visiting www.acecqa.gov.au. There is a section dedicated to families to assist with any questions.

Framework for Early Years Learning & School Age Care

At BASC we follow and implement the Framework for Early Years Learning (EYLF) and School Age Care, My Time, Our Place (MTOP). The service's daily practice and program is informed by approved learning frameworks, Early Years Learning framework (EYLF) and My Time, Our Place (MTOP). The EYLF and MTOP present a vision for children's learning through play and leisure which is centered on three inter-related elements; Principles, Practices and Outcomes. Children's wellbeing and learning are at the core.

The principles of MTOP which underpin our daily practice are:

- Secure, respectful and reciprocal relationships
- Partnerships
- High expectations and equity
- Respect for diversity
- Ongoing learning and reflective practice

The Outcomes of the EYLF and MTOP communicate high expectations for all children's play and leisure activities in school age care. These five Outcomes are:

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

These Outcomes highlight the many aspects of the wellbeing, learning and development of all children.

Our Program

Our **approach to programming** is built on the Framework for School Age Care (My Time, Our Place) and encompasses all aspects of our Centre such as, our routines, our environment, our interactions and our experiences, planned or unplanned. The planning and decision making that occurs focuses on supporting children's wellbeing and maximizing opportunities for children's learning and development through play and leisure activities.

During **term time** our activities offered are planned for on a weekly basis through a process of evaluation and reflection on the week that has been. We use a variety of information to assist planning which informs the following week's program. Information such as observations, learning stories, educator evaluations and reflections, children's written and verbal requests, family and educator suggestions and community events.

Our **Vacation Care** program is planned for each term based on a process of evaluation and reflection of the previous vacation care. Educator and family surveys as well as children's written and verbal suggestions assist planning and inform the future program.

Our **daily interactions and experiences** are key opportunities for supporting children's wellbeing and learning. Educators thoughtfully respond to children's engagement in the activities offered or their own choices for play. Through interactions, provision of useful resources and intentional teaching, they seek to support children's development of new skills and understandings.

Our **Centre routines and indoor/outdoor environments** create opportunities for learning and are regularly reflected on and reviewed as we seek to be responsive to children's needs, interests and strengths. Small daily changes can be made as well as longer term projects which occur through a process of collaboration with children, families and educators.

Children's learning is daily reflected on by all educators using the principles, practices and outcomes of MTOP. Their learning is captured in jottings, photographs, samples of their creativity, observations, learning stories and are displayed throughout the Centre.

We welcome and encourage **family contributions** to our program and value insights into your child shared through enrolment forms and conversations. A collaborative approach strengthens partnerships and helps to establish safe, secure and supportive environments for children.

Orientation

All families enrolling for the first time are invited to visit the Centre before their child's first day of attendance. This provides an opportunity for children and parents to familiarise themselves with the Centre and its facilities and meet the Director. It also allows parents to share relevant information regarding their child and discuss any questions they may have regarding Centre procedures and practices.

Enrolment

To enrol your child you must complete an enrolment form in full prior to attendance. The form is available on the Tara School website and with your orientation package. We advise all Tara families to complete an enrolment form and return to the Centre in case of casual care being required.

Please note:

- The Centre **MUST** be informed of any court orders relating to the custody of the child. The Supervisor **MUST** sight and keep a copy of any such order affecting custody of children in the Centre's care.
- Two authorised persons to collect your children **MUST** be provided.

The Centre is licensed for a specified quota of places which cannot be exceeded. As vacancies arise, or if there are limited numbers for vacant places, enrolments will be prioritised as outlined in our Priority of Access Policy – available at the Centre

Permanent Bookings

If your child attends our Centre on a regular basis, then your child will be considered a permanent booking. Once all licensed places are filled children can be placed on a waiting list until a place becomes available. To cancel a permanent booking, one week's notification **MUST** be given in writing. No fee is charged if a permanent booking falls on a public holiday or pupil free day. Bookings remain in place for the current year unless otherwise stated.

Casual Bookings

Casual bookings may be made by either written application by email or by phoning the Centre prior to the time care is required. Verbal confirmation from the Centre is required to ensure a position is available for your child on the day care is required.

Casual bookings may be cancelled provided notice is given prior to 7.15am for a morning session or 3.00pm for an afternoon session. If the appropriate notice is not given payment is still required.

Additional Authorisation

Forms are available from the Centre to authorise an educator to escort your child to attend an activity on school grounds or to catch a bus. This also applies if an educator is required to collect your child from an activity on school grounds.

Management

Tara BASC and VC Centre is part of the Tara School community and is situated within the grounds of the Tara Junior School. With the assistance of the School, the Centre Director and educators decide matters of policy, fees, staffing and all matters relating to the running of the Centre. We ensure parents, children and educators are aware that confidentiality of information is an important and trusted issue within the Centre.

Policies and Procedures

Tara BASC policies manual is available within the Centre for families to read and will be emailed upon request. These policies are reviewed on an ongoing basis throughout the year with input encouraged from families at any time.

Educators

A ratio of one educator to fifteen children is maintained with at least two educators present at every after school and VC session. As we currently have low numbers in Before School Care and there are School staff present in the Junior School there is only one educator present at Before School Care. Please be aware we do not endorse our educators to babysit children that attend our Centre.

Child Protection

The safety, protection and well-being of all students is of fundamental importance to Tara School BASC & VC. All educators, including casual educators, volunteers and students have a duty of care to ensure the safety and protection to all children who access the service's facilities and or programs. Our service will carry out the responsibilities of Mandatory Reporters as indicated under legislation and will disclose information received from a child when we believe said child is in a harmful or potentially harmful situation. The Centre practices zero tolerance to grooming behaviour.

Fees

Fees payable (as at 7 December 2017)

Service	FEE – daily rate	OPENING HOURS
Before School Care	\$16.00	7:00am – 8:30am
After School Care	\$23.25	3:00pm – 4:30pm
After School Care	\$32.60	3:00pm – 6:30pm
After School Care child collected after an activity	\$23.25	- 6:30pm
Not collected at end of School or from an activity	\$12.00 for 10-minute stay	
Vacation Care	\$58.10 + excursions & incursions	7:00am – 6:30pm

Casual booking fee - \$5 is added to the daily fee if the booking is made on the day care is required. Fees are charged for permanent bookings regardless of attendance unless 1 week's written notice is given.

Child Care Subsidy

Our Centre is an approved child care centre. The Child Care Subsidy (CCS) assists eligible Australian resident families reduce the cost of their fees at 'approved' centres. CCS is based on the level of family income and working/studying hours.

Families wishing to claim CCS as a reduction of their weekly child care fees must register with Centrelink (13 61 50) who is responsible for assessing all CCS calculations. The Centre is responsible for submitting attendance data to government for assessment. On your child's enrolment form you will need to supply the date of birth and customer reference number (CRN) for both the registered family member and your child.

Payment of Fees

Fee statements for BASC and Vac Care are emailed fortnightly and fees are to be paid on receipt of the statement. Payment by direct transfer is the preferred payment method, but credit card or cash are accepted. If the credit card details are supplied to the Director the fees will automatically be deducted after the statement has been issued – forms available upon request. Vacation Care Non-Tara families are required to pay their fees in full when applying for Vacation care. As rebates are now automatically sent to the Services any credit for Non-Tara families will be refunded after the completion of Vacation Care.

BASC and Vac Care fees are not part of the School fee account. If fees remain unpaid at the end of each term the outstanding amount may be transferred to the School Fee account along with an administration fee.

Absences

Centre attendance records must be accurate. To avoid unnecessary confusion and concern the parent must inform the Centre if their child is not attending a pre-booked session, whether casual or permanent. It is the Centre policy that educators are to search for any child who is reported as absent on marking the roll.

Late Pickup from the Centre

During term:

- If a child has not been collected from pickup lines or after an afternoon activity they may be escorted to the Centre to be supervised. If this occurs a fee will be charged (see Fee Schedule)
- If you are going to arrive after 6.30 (closing time) please contact us (8838 2650). If your child is not collected by 6.45pm, after every effort has been made to communicate with you, they will be escorted to the Boarding House (ph 8838 2629) where they will be supervised until you arrive to collect them. A fee may be charged.

During Vacation Care:

- If you are going to arrive after 6.30pm (closing time) please contact us (8838 2650). If you are unable to collect your child, please arrange for one of your authorised nominees to do so. A late fee of \$10 may be charged for every 10 minutes your child is in attendance after 6.30pm. If no contact can be made with parents or emergency authorised contacts the Supervisor on duty will have no option but to contact the Police and/or Department of Community Services.

At no time will the Centre arrange for your child to be taken home in a taxi or personally drive them home

Daily Routine

Before School Care

7:00am	Centre opens
7:00am – 8:15am	Children arrive Breakfast is available Indoor free play – unstructured activities
8:20am – 8:30am	Pack away and collect belongings Years K- 6 allowed to join their class groups ELC escorted to their classroom and signed in

After School Care

2:15pm – 3:00pm	Educators prepare afternoon tea and set up planned activities and equipment
3:00pm	ELC girls escorted to the Centre and signed in. K – 2 marked off the roll when collected from their class teacher – Educator escorts them to the Centre
3:15pm	Years 3 – 6 come to the Supervisor in the courtyard to have their name marked off and proceed to the Centre
	Afternoon tea is served on arrival at the Centre
3:45pm	Children can begin homework, play indoor games, or play in the playground
4:00pm	Children may participate in the programmed activities and/or free play Children are encouraged to pack away as they finish an activity
5:00pm	A snack is offered to the children
6:00pm – 6:30pm	Children can help tidy the Centre and play inside Centre closes

Signing In/Out

Parents/Guardians, or your authorised person, are required to sign their child 'in' and/or 'out' of the Centre on arrival and/or departure. We ask families to notify a staff member when you are leaving the Centre. We must be able to account for all children should an emergency arise. Each family MUST supply 2 persons authorised to collect their children. If someone is collecting your child from the Centre other than the parent or an authorised person, prior notification must be given in writing that has been signed by the parent/guardian. An unauthorised person WILL NOT be permitted to collect your child.

Evacuation

The Centre evacuation procedure and map of the School grounds is clearly displayed near the entrance to the Centre. A whistle sounds the commencement of the evacuation and the children are escorted to the Senior School Oval (the assembly point). Parents will be contacted to collect their children if required. Evacuation drills are carried out regularly in accordance with Regulating Requirements.

Homework

Although it is the children and parent's responsibility to complete homework educators are happy to provide assistance when needed. There is designated time on our afternoon routine for supervised homework to take place.

Medical Information

Current action plans MUST be supplied to the Director if your child has a specific health requirement such as asthma, anaphylaxis or other allergy. The majority of educators have a current first aid certificate, CPR certificate and have been trained in Asthma and Anaphylaxis management. At least one educator with current training in all areas will be in attendance at each session.

Any action plan supplied is required to be updated annually. If your child's action plan changes, please advise the Director by email immediately.

Please note the Centre and the school are 'Smoke Free' and 'Nut Free' zones.

Administration of Medication

If your child requires medication whilst in our care parents must complete and sign the relevant forms available at the Centre in accordance with our Medical Conditions policy. Educators will be administering medication according to the set Centre procedures and will record the required information.

Exclusion of Sick Children

If your child is unwell and cannot fully participate in the activities, please keep them home. This prevents spreading illness to the other children and educators and assists in recovery. We ask that you notify the Centre if your child will be absent.

If your child becomes ill, we will call you or your child's authorised nominee to arrange collection of your child. If a child develops symptoms of a possible infectious disease whilst at the service, their family will be contacted to take the child home. Where they are not available, emergency contacts will be called to ensure the child is removed from the service promptly.

Children and staff with infectious diseases will be excluded from the service for the period recommended by the Department of Health. A doctor's clearance certificate will be required for all infectious diseases such as measles, mumps diphtheria, hepatitis A, polio, tuberculosis, typhoid and paratyphoid before returning to the service.

Meals

Breakfast is offered in the mornings. A nutritious afternoon tea is provided each day along with a snack at 5pm for those who are still in attendance. Weekly menus are posted on the parent notice board. The Centre is 'Allergy Aware' and 'Nut Free'.

To ensure your child receives the correct food please record any specific dietary requirements on the enrolment form.

Behaviour Guidance

Tara Before & After School & Vacation Care believes that children have the right to feel physically and psychologically safe. We aim to provide an environment where all children and educators feel safe, cared for and relaxed and which encourages cooperation and positive interactions between all persons (My Time, Our Place Outcome 1).

Our behaviour guidance policy is based on guidance, redirection and positive reinforcement. Educators will aim to guide rather than control the behaviour of the children in our care. It may be necessary in some circumstances for educators to touch children in order to remove them from a situation for their own safety.

The Centre policies give guidance to those within the Centre community and to those who would join it concerning enrolment criteria and expectations. While the policies are as comprehensive as possible, there will inevitably be some situations, which are not specifically covered. In such instances, it is the Principal's

(Nominated Supervisor) responsibility to decide the appropriate course of action to take in the circumstances that are not covered in the policies.

Where information obtained by the Centre suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the Centre is likely to be detrimental to other students, the educators or the Centre, notwithstanding that the child be the sibling of a current student, the Principal (Nominated Supervisor) may decline to proceed any further with the enrolment process.

Family Involvement

We see our partnership with families as being beneficial to the child's wellbeing as we work together to support their learning and development. We encourage parents to be involved in what their children do at the Centre in whatever way they can. We value your involvement, input and ideas through any of the following suggestions:

- Spending time with your child at the Centre as they finish an activity
- Informal conversations on collection and arrival
- Sharing ideas for possible activities to form part of the program
- Participating in policy, procedure and Quality Improvement Plan (QIP) reviews. Input is sought through emails or at the Centre regarding the area being reviewed
- Sharing a skill or something about your career, family interest, background or culture
- Completion of surveys which assist us with evaluating our program and practice

Sun Protection

The Centre aims to ensure that all children attending will be protected from unnecessary exposure to the harmful UV rays of the sun. As such all educators will enforce our sun protection policy and model sun safe practices. Our policy and practices are in accordance with the Cancer Council of NSW "SunSmart" programme.

Communicating with your child the importance of protecting their skin from the sun by wearing clothing with sleeves, broad brimmed hats and sunscreen assists us in enforcing our policy. Children without a hat can borrow one from the Centre or will be required to play indoors or under shelter. An SPF 30+ broad spectrum water resistant sunscreen is available for all children and staff and applied according to our policy. Any child with an allergy to sunscreen must have an alternate cream supplied for use.

Complaint and Grievance Procedures

Parents who wish to provide feedback or have a complaint or concern are encouraged to speak to the educator involved or the Supervisor on duty. If you are not satisfied with the outcome there are forms available near the parent notice board found at the Centre entry to express your concerns in writing to the Director and Nominated Supervisor who will organise a time to discuss the matter further if required or inform you of what has been decided regarding the issue.

Vacation Care

Hours of Operation

Monday to Friday 7.00am to 6.30pm (closed on public holidays)

The Centre closes for a 2-week period over the Christmas New Year period – dates are advised on the forms emailed for the December/January Vacation Care

Fees

Families from outside Tara School are required to pay the Vacation Care fees in full with their application for a position in the holidays. At the completion of the Vacation Care session families that are eligible to receive the CCS will have a credit on their Centre account and this amount will be refunded to these families during the first few weeks of the new term.

Tara families will be billed fortnightly and payment is required on receipt of the statement.

Activities

The Centre offers a holiday programme full of exciting activities for students from Tara (including Tara ELC from January of their ELC year). We also accept students from other schools aged between 5 and 12 years. Children who are attending a full-time program at another school in the year before Kindergarten are permitted to join us after attending their school program for one term. We feel this term's attendance within a school environment enables the child to become acquainted with the varied age group.

The children participate in a wide range of activities including cooking, craft, painting, construction, outdoor play and much more. We do have incursions and excursions during each holiday and these are marked on the programme with their additional cost. During the December/January holidays the children have the opportunity to go swimming in the school pool each afternoon (depending on weather conditions). In their first swim session each child is tested annually by an educator who has a current Bronze Medallion. An educator holding a Bronze Medallion is present at every swim session.

The forms to apply for a position in Vacation Care are emailed to families around the 5th week of each term along with a copy of the programme.

Personal Items

Children are permitted to bring their own toys and electronic devices on the understanding that the Centre takes no responsibility if the item is broken or lost. Children are permitted to use their personal electronic devices at certain times throughout the day. There are procedures in place regarding their use which can be viewed upon request.

Clothing

Students are encouraged to wear clothing suitable for craft activities and outdoor play. Please ensure shoulders are covered, a hat (not a cap) is supplied and suitable footwear (no thongs) is worn. During the December/January holidays the Centre will supply rash shirts for our swimming sessions – this is part of our Sun Protection policy.

Meals

Students are to bring morning tea, a water bottle and lunch – once a week lunch may be supplied and this will be marked on the programme. Afternoon tea will be made during each morning session as part of our programmed activities. The educators are NOT permitted to re-heat food brought from home or prepare food such as noodles. If you wish your child to have hot food, please place the food in a suitable insulated food container such as a Thermos. On arrival please let the educators know if you require your child's lunch to be refrigerated.

Routine

7:00am – 8:00am	Centre opens Breakfast is offered
7:00am – 10:00am	Morning activities
10:00am – 10:30am	Morning tea
10:30am – 12:30pm	Programmed activities / Incursion if programmed
12:30pm – 1:15pm	Lunch
1:15pm – 2:45pm	Movie time Quiet activities
3:00pm – 3:30pm	Afternoon tea
3:30pm – 5:00pm	Outdoor games Afternoon activities Swimming in summer holidays
5:00pm – 5:20pm	Snack time
5:00pm – 6:30pm	Weather permitting outside play Children help tidy the Centre and play inside Centre closes