

GREENWICH OUT OF SCHOOL HOURS INCORPORATED

72A Greenwich Road, Greenwich NSW 2065

INFORMATION BOOKLET

EFFECTIVE Term 3, 2019

Annual membership fee per family \$ 20.00

Attendance fees per child	permanent	casual
Morning	\$ 12.00	\$14.00
Afternoon	\$ 19.00	\$21.00

Late pick up fee \$ 1.00 for **EVERY** minute after 6.00pm

Non notification fee \$ 15.00 for each absence where the Centre is not notified by the required time.

Administrator Becklyn Pty Limited
ph: 9878 2651

Direct debit is the Centre's method of payment

Call us: 9436 1894
(please leave answer on answering machine out of hours)

Website: <http://www.greenwichoshc.com.au>

Email: greenwichoosh@bigpond.com

Greenwich Out of School Hours Incorporated (GOOSH) provides before and after school care for the students of Greenwich Public School and vacation care for the children of Greenwich Public School and families who live or work in the local area. The Centre is based in a large air-conditioned demountable building located in the grounds of the Greenwich Road Campus.

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INTRODUCTION

The GOOSH service is run by the Management Committee of Greenwich Out of School Hours Incorporated (the GOOSH Association), a not for profit incorporated association.

The purpose of the association is to provide:

- before + after school care for children who attend Greenwich Public School; and
- vacation care for children who are enrolled at or attend Greenwich Public School or who live in the local area.

PHILOSOPHY

GOOSH aims to provide a caring, safe and stimulating learning environment for all children attending before and after school care, vacation care or School Development (pupil free) days.

The principles of the GOOSH service are:

- Children's physical, intellectual, emotional and social needs are met in a safe, caring and supportive environment.
- The best interests of the child are the most important concern.
- Care is provided in a way that:
 - protects the child from harm;
 - respects the child's dignity and privacy;
 - promotes the child's wellbeing; and
 - provides positive experiences for the child.
- Programs are meaningful, educational and acknowledge the importance of play and leisure in a child's life.
- Freedom of choice in experiences is balanced with age appropriate programming and opportunity for child-initiated planning.
- Children, parents, staff and relevant community members are treated with respect and their views in relation to the proper operation of GOOSH are considered and valued.
- Parents are primarily responsible for the upbringing, protection and development of their children. To the extent possible, GOOSH aims to support parents in that role.
- Open discussion with everyone is welcome on all issues relevant to GOOSH's operation.

This philosophy statement links to the Greenwich Public School Vision and School Rules. It provides the foundation for all GOOSH activities, policies and procedures.

Wherever there is uncertainty as to GOOSH's policy or procedure on any issue, GOOSH uses these principles to help resolve the issue. The written policies and procedures of GOOSH have been developed and will be monitored and reviewed with these principles in mind.

We are committed to the National Quality Standard for School Age Care and the "My Time, Our Place" framework.

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WHAT GOOSH NEEDS BEFORE YOUR CHILD CAN ATTEND

- A completed enrolment form, including any applicable medical action plan, medication and relevant CCS registration numbers – this is completed online via Becklyn;
- your child's immunisation record uploaded; and
- full payment of the annual family membership fee.

HOURS OF OPERATION

GOOSH is open:

- **public school days - 7.00am to 9.00am and 3.00pm to 6.00pm; and**
- **vacation care and school development days - 7.00am till 6.00pm.**

GOOSH is also open to new Kindergarten children in the first week of school each year, before the Kindergarten start date, between the hours of 7:00am and 6:00pm.

At the start of first term, new Kindergarten children have an earlier finishing time and GOOSH caters for this as needed with the children dropped off to the service by their teachers.

Children cannot be dropped off or left unsupervised at the Centre before 7.00am.

EDUCATORS

The staff at the Centre includes:

- the Centre Directors who run the Centre on a day to day basis;
- the Educational Leader who assists in the development of an educational program and the day to day running of the Centre for the children attending;
- Certified Supervisors who assist in the day to day running of the Centre if the Centre Director is away; and
- additional casual Educators for the morning and afternoon sessions.

The Centre Co-Directors are Mel Seeney and Matt Koefoed

The Educational Leader is Mel Seeney.

By law, the Centre must have no more than 15 children for every one Educator. Given the number of children at the Centre, GOOSH tries to average 12 or 13 children for every one Educator.

For smaller sessions, there is always a minimum of 2 staff at the Centre.

During vacation care, for excursions off premises, the Centre has a maximum of 8 children for every one Educator.

Greenwich Public School has two campuses, therefore during before and after sessions for the dropping off and picking up of the primary children by bus.

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MANAGEMENT

The GOOSH association is a not for profit incorporated association established to provide before and after school plus vacation care at Greenwich Public School.

Each enrolling parent / guardian automatically becomes a member of the GOOSH association when they are given a place at the Centre and their annual membership fee is paid.

The non-enrolling parent / guardian can apply to become a member of the association.

The Centre is run by the management committee of the GOOSH association. The Management Committee meets at least once each term in the GOOSH building, between weeks 4 to 6. The Committee decides matters of policy, fees, staffing and all subjects relating to the running of the Centre.

Committee Members elected May 2019:

President	Janet Tyler
Vice President	Lena Spark
Secretary	
Treasurer	Elizabeth Martin
General members	Debbie Dixon
	Megan Rose
	Sarah Wagner

If you need to contact any of the committee members, please do not hesitate to ask the Centre Director for contact details.

New parents are always welcome on the Committee. Parents with any problems, suggestions or queries are welcome to present these to the meetings.

ENROLMENT

Enrolment at GOOSH is a compulsory yearly process for your child/ren to continue attending the service. To enrol, families need to visit the Centre's website (www.greenwichoshc.com.au) and follow the instructions under the enrolments and bookings tab. A new user password can be obtained from the Centre Director.

The online enrolment form collects personal, medical and custodial details for each child, identifies who may collect your child from GOOSH and contains a medical consent in case of an emergency.

GOOSH cannot provide appropriate care for a child if the online enrolment form, including copies of immunisation records and any applicable medical action plan, is not completed in full as sanctioned by the National Regulations. Where this occurs, GOOSH will not be able to accept the enrolment.

Note:

- a minimum of 1 emergency contact ('authorised nominee') MUST be provided – this person cannot be the parent of the child;
- the Centre Director MUST be provided with a copy of each child's immunisation;
- the Centre Director MUST sight and be provided with a copy of any court order relating to the custody of children who attend GOOSH; and
- the Centre Director MUST be provided with any relevant medical action plan(s) signed by a medical practitioner and, if required, medication.

Enrolment forms must be updated online when re-enrolling each year or when there are changes to the

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family's circumstances.

An annual family membership fee is payable on initial enrolment and when re-enrolling each year.

Enrolment forms will be printed off by the Centre Director and kept in an accessible but secure place.

Please note that lodging a form using your username and password is taken to be your electronic signature.

IMMUNISATION RECORDS

GOOSH is required to keep a copy of every child's immunisation record on file. Accordingly, you must provide on enrolment one of the following three documents:

- An ACIR (Australian Childhood Immunisation Register) Immunisation History Statement which shows that your child is up to date with their scheduled immunisations, or;
- An ACIR Immunisation Register – History Immunisation Form – (IM013) This form is used where the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only)
- An ACIR Immunisation Register – Immunisation Medical Exemption Form (IM011) This form is used if an individual's vaccination exemption is due to a medical contraindication or natural immunity.

Where a child has been immunised in a different country, they must have the relevant paperwork certifying the immunisations signed off by their Australian GP. This is the form that must be provided to GOOSH, NOT the immunisation record from the relevant country

This information must be provided to GOOSH **before** your child can attend any before and/or after school, vacation care or school development session.

PERMANENT BOOKINGS

If a child is to attend GOOSH on the same days each week, it is preferable for the booking to be permanent to secure their place at the Centre. There is a discount (compared to the casual rate) for booking your child or children in on a permanent basis.

A permanent booking must be paid for regardless of whether the child attends – this is to hold your place. No fee will be charged for permanent bookings that fall on a public holiday or School Development day.

It is not advisable to cancel a permanent booking for a week or two's leave during a term because if there is a waiting list and you cancel your booking; your place will be given to the next person on the list.

A permanent booking must be arranged through the GOOSH website. The parent will need to log on to the website using their username and password.

Subject to a place being available, permanent bookings may be transferred from one day to another in the same week (Monday to Friday). Transfers will only be accepted between similar sessions, ie you cannot change a morning session to an afternoon session. (Please discuss all transfers with the Centre Directors).

Cancellation of a permanent booking also needs to be done through the GOOSH website. One week's notice of the cancellation is required; therefore, the cancellation must be processed on the GOOSH website one week before the date it is to take effect from.

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CASUAL BOOKINGS

Casual bookings must be made through the GOOSH website except if the booking is for that day or the following day. In this case, the parent / guardian must phone GOOSH to arrange the casual booking.

Casual bookings are scarce. They must be applied for AND approved by the Centre Director BEFORE attending any morning or afternoon session.

The Centre cannot accommodate additional, unexpected children (drop in's where no parent contact has been made). Where this occurs, we will contact the parent to come and collect the child immediately.

Casual bookings may be cancelled provided notice is given prior to 7.00am for a morning session or 3.00pm for an afternoon session. If the appropriate notice is not given, payment for that session is still required.

Casual bookings will not be accepted if fees are outstanding.

WAITING LIST

GOOSH has several afternoon and morning sessions that are close to capacity. You may need to go on a waiting list if you require a change to your attendance days or additional days.

Subject to the priority of access rules outlined below, places will be allocated at the start of each year in the following order:

- children already enrolled in a particular session at GOOSH at the end of the prior year;
- children who were requested to vacate a place at GOOSH to make room for a child with a higher priority;
- kindergarten siblings of children who are already enrolled at GOOSH for a particular session;
- children on the previous year's waiting list; and then
- date order that an enrolment form is received.

Positions on the waiting list will be determined by the Government's priority of access guidelines which may not be the same as the length of time names have been on the list. This means that a family assessed as having a higher priority rating may jump ahead of the queue, even if another family has been waiting longer. This is a government requirement.

Please direct ALL enquiries about the waiting list to the Centre Director.

PRIORITY OF ACCESS

The CCB (*Eligibility of Child Care Services for Approval and continued Approval*) Determination 2000 requires that places be allocated in the following priority order: In practical terms, Priority of Access only becomes relevant when sessions are full and a waiting list introduced.

- First Priority - a child at risk of serious abuse or neglect;
- Second Priority - a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the Family Assistance Act;
- Third Priority - any other child.

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Within these main categories, priority is to be given to children from:

- Aboriginal and Torres Strait Islander families;
- families which include a disabled person;
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold as set by the Government for the relevant financial year, or who or whose partner are on income support;
- families from a non-English speaking background;
- socially isolated families; and
- single parent families.

In certain circumstances, where demand for places at GOOSH exceeds those available, government legislation requires a Priority 3 child to vacate a place at GOOSH to make room for a child with a higher priority.

Where this situation occurs, the Centre Director will work with the GOOSH family to achieve the best outcome possible.

ADMINISTRATOR

Becklyn Pty Limited ('Becklyn') has been engaged to manage all administrative matters and to liaise between the Management Committee, staff and parents / guardians.

All queries in respect of fees and CCS should be directed to Becklyn.

PAYMENT OF FEES

All families must pay by **Direct debit (Ezidebit)**

The Product Disclosure Statement (PDS) for Ezidebit can be obtained from the Centre, the GOOSH website or Becklyn. Please read the PDS and sign a *Direct Debit Request - New Customer Form* to use the direct debit facility.

LATE PAYMENT OF FEES

All overdue accounts are handled by Becklyn.

If you are experiencing financial difficulties, please contact Becklyn to organise a payment plan.

Accounts overdue by 3 weeks will receive a reminder notice by email. The family will have until the end of the week to rectify the situation.

Accounts overdue by 5 weeks will be sent a further email requesting immediate payment of all outstanding fees. The email will also indicate that the children's position at the Centre is now under review. To remain at the Centre all outstanding fees must be paid immediately.

If an account reaches 6 weeks overdue, the families' bookings and enrolment at the Centre will be **CANCELLED**. Legal action will be commenced, and the cost of this action will be charged to the family's account. Becklyn will contact the family and advise them of their options.

If the cancelled bookings are on a day where there is a waiting list, the places cancelled will be offered to those next on the waiting list.

If the family and children want to return to the Centre, the parents/guardians will have to complete and sign

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a new enrolment form. All outstanding fees together with another full year membership fee must be paid prior to GOOSH accepting the new enrolment. Note that if there are no places available on the relevant days requested, the family must go on the waiting list.

Repeat offenders will not be offered a place at the Centre.

CHILD CARE SUBSIDY

On 2nd July 2018, the government amalgamated Child Care Benefit (CCB) & Child Care Rebate (CCR) into one payment now known as the Child Care Subsidy (CCS).

Families may be entitled to claim CCS in relation to their GOOSH fees. There are certain eligibility requirements that must be met in order to receive CCS, including an activity test and income test. Families need to register in myGov to be able to claim benefits.

To Claim CCS, families must:

- 1) Complete their eligibility assessment with Centrelink or via their MyGov account
- 2) Provide the centre with CRN's and dates of birth (matching Centrelink records) for all children attending the service, plus the guardian/parent registered to receive CCS
- 3) Confirm each child's enrolment at the service via their MyGov account.

Using MyGov

Step 1. Sign in to your myGov account. If you don't have one, you will need to create a myGov account.

Step 2. Link myGov to Centrelink. You can do this under Services.

Step 3. Select Centrelink and complete the Child Care Subsidy Assessment.

Once all the above steps are completed, any CCS a family is entitled to receive will be returned to the centre on a weekly basis and will appear as a credit on the family account. This will mean that invoices from the centre will be for the gap fee only.

You should also contact Becklyn, to check the formality of your enrolment so that you can receive your CCS entitlements.

More information on how to apply for CCS can be found at:

<https://www.humanservices.gov.au/individuals/online-help/centrelink/complete-your-child-care-subsidy-assessment>

ABSENCES

CCS will continue to be paid for up to 42 absences for all types of approved childcare, per child, per financial year. Absences are counted on a per day (or part day) basis i.e. where a child is away for one out of two sessions on a day, 1 absence will be recorded.

Once these 42 days have been exceeded, families may be entitled to CCS payments for further additional absences in certain circumstances. More information regarding these "Additional absences" can be found at:

<https://www.education.gov.au/new-child-care-package-frequently-asked-questions>

in the expandable absence section.

In shared care arrangements, the allocation of 42 absences per financial year relates to the child, not each individual claimant.

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LATE PICK UP FEES

The Centre closes at 6.00pm. A late fee of \$1.00 per child will be charged for each minute after 6.00pm until the child is collected.

If a child is not collected by 6.45pm and we cannot contact the parents or emergency contact(s) then the staff reserve the right to contact the Department of Community Services and take the child to Chatswood police station. A note will be left on the door to inform you where your child is.

The Principal of Greenwich Public School and the President of the GOOSH Management Committee will be advised immediately if this occurs.

If a parent continually collects their child after 6pm, the child's place at GOOSH may be cancelled at the discretion of the Centre Director and the Management Committee.

SIGNING ON AND OFF

Parents / Guardians / authorised collectors must sign their children in and out of the Centre on the touch screen provided with their username and password. This is vital since the Educators must be able to account for all children at all times.

Children cannot sign themselves in or out of the Centre.

An adult, ie over 18 years of age, must collect children from GOOSH.

The enrolment form identifies who may collect your child from GOOSH. Any authorised collector added on the enrolment form can collect your child from any session while at GOOSH. Parents must notify the Centre in writing if children are to be collected by someone different / not authorised on the enrolment form. If a person collecting a child is unknown to the Educators, identification will be requested when signing out.

If a person who is not on the collection list arrives to collect a child, verbal authorisation will be sought from the parent / guardian before the child can leave the service. The Educators will request identification from the person collecting the child and a copy will be kept in the child's file. Written confirmation from the parent / guardian should be provided to GOOSH the following day.

IF YOUR CHILD IS AWAY

If your child will not be present at a pre-booked session, either a casual or permanent booking, **you MUST let the Centre know ASAP to avoid unnecessary confusion and concern.** Where possible, please update the website GOOSH website using your username and password.

A roll is called in each session to make sure all children are present and accounted for. Educators are under instruction to carry out a search for any child not reported absent and not present at roll call.

Note that a fee IN ADDITION TO the permanent booking fee, will be charged for any **non-notification** of absence from the Centre. A casual booking will still be charged a **non-notification fee** if the centre has not been notified in advance.

CHILD PROTECTION

GOOSH has a duty of care to ensure the safety and protection of all children who access the Centre.

The Educators have a legal responsibility as mandatory reporters if they suspect a child may be at risk of harm. All Educators undergo training in relation to child protection and reporting. If any Educator forms a belief, based on reasonable grounds, that a child is at risk of harm, they will follow the procedures outlined by Community Services and the NSW Commission for Children and Young People.

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The Greenwich Public School Principal and President of the Management Committee will be advised if the Centre Director is required to make a report to Community Services.

The Nominated Supervisor and any Responsible Person in day-to-day charge of the service **MUST** complete a course in Child Protection approved by the NSW Regulatory Authority (Regulation 273).

CHILDREN / PARENT'S BEHAVIOUR

No bad language, dangerous, abusive or disruptive behaviour will be tolerated at GOOSH.

Where a child exhibits challenging behavior, then a behaviour management plan may be developed in consultation with the Centre Director and the parents / guardians.

The aim of the behaviour management plan is to maintain the rights and dignity of the child while protecting those around them.

Where children continue to exhibit dangerous, harmful, abusive or disruptive behavior, GOOSH will apply a 3-strike policy. The parents will be contacted, and a written warning issued. A maximum of 2 warnings will be issued and the booking will be cancelled, or a suspension imposed if there is a further incident.

The Greenwich Public School Principal and President of the Management Committee will be advised if a warning is given.

Parents / Guardians should display respect for all people while at the service and should never use aggressive or threatening language or behaviour in an effort to intimidate or humiliate staff, children or other visitors.

Parents / Guardians on the premises are to abide by the GOOSH Parent/Visitor Conduct Policy at all times.

Cancellation of a booking

In situations where the Centre Director, after consultation with the Management Committee, feel that a parent's behaviour is threatening, dangerous or causes undue distress to any of the children or Educators at the Centre, the parent's access to the GOOSH site will be restricted for a period of time. If the parent's actions are extreme or more than a *one-off* incident, then the booking for their children will be cancelled immediately with no previous warnings. The Greenwich Public School Principal will be advised if this occurs.

In situations where the Centre Director, after consultation with the Management Committee, feel that a child's behaviour is too dangerous or causes undue distress to other children at the Centre, the booking can be cancelled immediately with no prior warning. The Greenwich Public School Principal will be advised if this occurs.

COMPLAINTS / GRIEVANCES

We believe that parents play an important role in the Centre and we value their comments.

We aim to ensure that parents feel free to communicate any concerns they have in relation to the Centre, staff, Management, programs or policies, without any negative consequences. Our priority is to do everything possible to improve the quality of the service. If you wish to comment on any aspect of the service, first talk to either the Centre Director or complete a suggestion/comment/complaint form at the sign in desk, or address this in writing to the Committee President of the Management Committee.

MOVING BETWEEN THE INFANTS AND PRIMARY CAMPUSES

Infant's children – Greenwich Road Campus

In the afternoons, children on the Greenwich Road Campus are escorted to the centre by a school staff member from their classroom.

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New Kindergarten children are escorted to the Centre at their earlier finishing time during Term 1.

Primary children – Kingslangely Road Campus

GOOSH staff members ('Educators') accompany the primary children on the private chartered bus to the primary campus on Kingslangely Road each morning.

Educators collect the primary children attending GOOSH from the primary campus and accompany them on the School Bus and/or the private chartered bus each afternoon.

A school bus pass / payment of the fare is required to travel on the School Bus 702.

DAILY PROGRAM

We aim to provide daily routines that meet the needs of individual children and to implement an open-ended program based on children's continuing interests. This creates opportunities for children to play, explore and develop new skills and theories and is appropriate to the developmental and leisure needs of primary school children. Children are encouraged to participate in this process by completing surveys, participating in 'Kids Committee' meetings and giving suggestions to staff.

The current week's program can always be found on the notice board at the Centre.

FIRST AID

The Centre has a First Aid Policy within the Policy folder that is available for families to view at the sign in/out table.

Parents / Guardians will be informed of any incidents or accidents and will be asked to sign the Incident/Injury/Trauma/Illness form. A copy will be offered to the parent / guardian, and the original stored alongside the enrolment form.

Parents / Guardians will be contacted if Centre Educators believe a child needs further medical treatment. Should Educators be unable to contact parents / guardians, it will be at the discretion of the Educators as to whether an ambulance is called to take the child to hospital.

The Centre requires the Nominated Supervisor and any Responsible Person in day-to-day charge of the service to have a current first aid certificate.

At a minimum, one Educator rostered on will have:

- a current approved first aid qualification, and
- undertaken anaphylaxis management training, and
- undertaken emergency asthma management training.

Educators with a current first aid certificate will administer first aid for minor accidents or to help stabilise the injured person where the injury is more serious, and an ambulance has been called.

MEDICATION / ALLERGIES

In line with the Education and Care Services National Law and Regulations, we are only able to administer medication to your child if the following conditions are fulfilled:

- A Parent / Guardian or Authorised Nominee with permission to consent to administration of medication has completed a "Permission to Administer Medication Form" including details of time and dosage.

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- **The medication must be in its original container with the label that indicates doctor details and that the medication is prescribed for that child.**
- The medication is before its use-by or expiry date.
- A second Educator witnesses the dosage and administration of the medication.

Non-prescription medication will only be given if accompanied by a Doctor's Certificate, stating dosage and schedule of administration.

In the case of an emergency, medication may be administered with the permission of a registered medical practitioner or medical emergency services, should a parent be non-contactable.

In the case of an asthma or anaphylaxis emergency, medication can be administered without any authorisation. If this was to occur, the child's parent and emergency services would be contacted as soon as possible following administration.

Asthma / Allergy / Anaphylaxis Action Plans or Medical Management Plans:

Parents (in conjunction with the Medical Practitioner) of any child with asthma, allergies or anaphylaxis are required to complete an Asthma, ASICA Allergy or Anaphylaxis Action Plan before enrolment at the Centre can be confirmed. This plan will advise the staff of the actions they should take should your child become unwell with an allergy, asthma or anaphylaxis. Any change to the diagnosis, recent allergic reactions or concerns must be communicated to the Centre Director as soon as possible.

Parents of children with specific healthcare needs will be required to submit further details, such as a Risk Minimisation Plan and a Medical Management Plan prior to their enrolment being finalised.

Parents MUST:

- provide the relevant information to the Centre Director, including their child's Action Plan medical action plan and risk minimisation plan, signed by a medical practitioner;
- complete and sign the relevant form if the child has a condition which requires medication however occasional; and
- provide GOOSH with the appropriate medication for each child. Children with asthma are also encouraged to carry an asthma puffer in their school bag. Parents / Guardians with a child who has been diagnosed with anaphylactic reactions MUST provide the Centre Director with an EPIPEN.

SUN PROTECTION

The Centre has a Sun Protection Policy that is available for all families to view at the sign in/out table.

Our Sun Protection Policy has been developed to ensure that all children, employees and visitors attending the service are protected from skin damage caused by harmful ultraviolet (UV) radiation from the sun as outlined by the Cancer Council.

The service will ensure all sun protection measures are applied to children and staff while outside when the UV level is 3 or above. Children will be actively encouraged to use shade for outdoor play. All children will wear their school specific wide brim hat that protects the face, neck, ears and crown of the head whenever they are outside or on an excursion.

All children and staff will apply SPF30+ broad-spectrum water-resistant sunscreen (or higher). If your child has sensitive skin, please advise an Educator and supply an appropriate sun protection cream.

Staff, students, families and visitors will act as positive role models and demonstrate SunSmart behaviour when attending the service.

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EMERGENCY PROCEDURES

The Centre has a fire drill procedure and a lock down procedure, which is clearly displayed for all to see. A fire and lock down drill will be carried out every 3 months and at least once during each vacation care.

FOOD

Breakfast is provided for children attending before school care – a range of cereals, toasts with spreads, fruit and yoghurt and baked beans is served each morning from 7:00am until 8:00am.

Afternoon tea is provided for all children attending after school care. The weekly rotating menu developed in collaboration with a qualified nutritionist is changed for winter and summer seasons and offers fresh, nutritious, home-cooked food everyday.

USE OF ELECTRONICS / INTERNET

Children are not allowed to access the internet at GOOSH.

GOOSH does not allow electronics, such as Nintendo DS, iPods, iPads, Gameboys etc to be used at the Centre during before and after school care. Children are also requested not to use mobile phones, laptops or any other device able to access wifi while at the Centre. This is consistent with Greenwich Public School's policy on electronics and mobile phones.

If these types of electronics are brought to the Centre during the school term they will be confiscated and returned to the Parent / Guardian at the end of the session.

If a child needs to communicate with parents while at GOOSH, the Educators are happy for them to use the Centre's phone.

TOILETS

Toilets are located in the GOOSH building in addition to the school toilets.

ENVIRONMENTAL STRATEGY

At GOOSH we aim to be a sustainable organisation by reducing our ecological footprint. We aim to educate our children about the environment and to understand the importance of sustainability. Where possible we aim to incorporate aspects of the environment into both indoor and outdoor play to develop awareness and concern for the environment.

We wish to promote wise use of environmental resources here at GOOSH by re-using scrap paper for artworks, using a recycling bin for paper and card waste and having the GOOSH garden to demonstrate to children how to grow vegetables and plants in a natural environment. We also aim to reduce food waste by incorporating any afternoon tea leftovers into the next day menu.

How will we do this?

- GOOSH will join the NSW Early Childhood Environmental Education Network to ensure we are sharing and learning information with other services on the latest practices and ideas for sustainability.
- GOOSH will encourage children to use the recycling bin whenever possible to limit the amount of waste created at the Centre.
- GOOSH will involve children in the creation and maintenance of the GOOSH garden to watch plants and vegetables grow in the natural environment.
- The taps installed in the bathrooms are 'push-on' to limit water usage.

GOOSH INFORMATION BOOKLET

EFFECTIVE Term 3, 2019

- GOOSH aims to purchase equipment, which is eco-friendly, and reduce the amount of disposable materials we consume.

Educators and parents can assist this by...

- Role modelling sustainable practices to children. (Turning off lights when leaving a room, recycling and minimal water usage)
- Discussing sustainable practices with the children, so they are aware of why it is important to look after the environment and how they can do this to the best of their ability.
- Incorporating the terms 'reduce', 're-use' and 'recycle' into our everyday practices at the Centre.

POLICIES / LEGISLATION

The policies and procedures relating to the running of the Centre are available to be viewed at the Centre.

On 1 January 2012, the National Quality Framework (NQF) was established, applying to most long day care, family day care, preschool (or Kindergarten) and outside schools hours care services in Australia; consisting of key requirements that will be phased in between 2012 and 2020, including staff qualifications, Educator to child ratios, and other key staffing arrangements.

National Quality Framework (NQF):

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a national legislative framework
- a National Quality Standard
- a national quality rating and assessment process
- a new national body called the Australian Children's Education and Care Quality Authority.

National Quality Standard (NQS):

The National Quality Standard sets a new national benchmark for the quality of education and care services. The National Quality Standard is divided into 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. Leadership and service management.

The National Quality Standard aims to promote:

- The safety, health and wellbeing of children.
- A focus on achieving outcomes for children through high-quality educational programs.
- Families' understanding of what distinguishes a quality service.

National Quality Rating and Assessment Process:

Approved services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.

GOOSH INFORMATION BOOKLET

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For further information, please visit www.acecqa.gov.au

GENERAL

The rules and policies summarised in this information booklet are strictly enforced. Application for variations to these policies should be discussed with the Centre Director or the Management Committee. Changes will only be made if the Centre Director and the Management Committee agree to alter the relevant policy.

We welcome any Parent / Guardian to come and share any special skill or knowledge they might have with the children or to join us on our vacation care days and excursions. To arrange this please call the Centre to arrange a time.

If there are any points you are unclear about or have any comments or concerns do not hesitate to contact the Centre Director, Becklyn or a member of the Committee.

The Centre Director and Management Committee hope that you and your children find GOOSH to be a happy and secure environment.

**The Management Committee
GREENWICH OOSH**